



**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILL STANDARD)**

HAIRDRESSING

LEVEL 3



**Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia**



STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)

STANDARD PRACTICE
FOR

HAIRDRESSING
LEVEL 3



JPK

Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia

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STANDARD PRACTICE
NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS) FOR
HAIRDRESSING LEVEL 3

1. INTRODUCTION

A Hairdresser shall be an individual who is a trained expert/specialist in the core competencies listed in this document (Heading, Para). He/ She can perform in the areas of expositions and also individual/enhancement.

This person must have a recognized academic qualification to enable them to train in the technical skills of the industry.

A Hairdresser trains in presenting themselves to their very best advantage and achieve their highest potential by empowering themselves with the knowledge and skills in the areas such as: cutting, perming, coloring and communication skills. They do this by utilizing a conducive teaching and learning environment be it through presentations to clients, public programmes, workshops and/or seminars, individual /personal consultation at education institute or salon premises.

Due to the massive demand to create this unique, appropriate and lasting impression in many areas of an individual client or corporate client's lives, the hairdressing profession has grown to encompass many diverse specialties. Hairdresser can come from and represent the following areas: colour experts, personal shoppers, holistic and well-being experts, fashion styling, a clothing/apparel/ eyewear/ accessories designer, nail stylists, interior consultants, makeup and skincare, corporate and social etiquette and protocol consultant, branding specialists, media consultants and many other areas. They may advise/guide not only corporate clients and trainers but also politicians, the media and their various personalities, and professional speakers, children, adolescents, undergraduates, graduates and post-graduates. Hence there is a need for a clear definition of the core competencies and standards of efficiency.

This NOSS document shows the structured career path of Hairdresser (Level 2 and Level 3) personnel. It provides a set of activities that enables a person who aspires to achieve competency in this particular occupation, ultimately enhancing him/her on a career in the hairdressing industry.

Standard practice and standard content are part of this NOSS documentation. The job areas are based on the Occupational Area Analysis (OAA). This document covers the competency standard of a Hairdresser Level 2 and above that is currently gaining priority in a highly competitive employment environment where individuals are constantly required to project a positive professional and personal impression.

In support of the government initiatives for a more sophisticated, ethical and credible personnel in line with the government's requirement model of "*Modal Insan*" (the ultimate individual who possesses the ideal characteristics and traits needed to cultivate and contribute to a competent workforce) towards making Malaysia a society of impeccable values and substance.

Pre-requisites:

Based on the workshop findings, it was decided that the minimum requirement for those interested to enroll in this course are as follows:

- Be of a basic education level person; Medically and physically fit to meet the high demands of this particular job scope (eg cannot be colour blind);
- Have a natural flair for creativity;
- Proficiency in English, Bahasa Melayu and their respective mother tongues in order to communicate, understand the clients' requirements and needs, with the final outcome of delivering the most positive and satisfactory performance/results

These pre-requisites are in line with minimum requirements set by the Ministry of Human Resources and Development (HRDB) with respect to the regulating bodies' role.

2. OCCUPATIONAL STRUCTURE

SECTOR	HOSPITALITY & TOURISM	
SUB SECTOR	PERSONAL SERVICE	
LEVEL/ AREA	HAIRDRESSING	
LEVEL 8	<i>Not Available</i>	
LEVEL 7		
LEVEL 6		
LEVEL 5	Hairdresser Manager	<i>Not Available</i>
LEVEL 4	Hairdresser Assistant Manager	<i>Not Available</i>
LEVEL 3	Senior Hairdresser	<i>Not Available</i>
LEVEL 2	Hairdresser	Barber
LEVEL 1	Junior Hairdresser	<i>Nil</i>

Figure 1.1 Occupational framework matrix for hairdressing sub-sector in Malaysia

3. OCCUPATIONAL AREA STRUCTURE

SECTOR	HOSPITALITY & TOURISM
SUB SECTOR	PERSONAL SERVICE
LEVEL/ AREA	HAIRDRESSING
LEVEL 8	<i>Not Available</i>
LEVEL 7	
LEVEL 6	
LEVEL 5	Hair Salon Management
LEVEL 4	Hair Salon Management
LEVEL 3	Hairdressing
LEVEL 2	Hairdressing
LEVEL 1	<i>- No Level -</i>

Figure 1.1 Occupational area structure for hairdressing sub-sector in Malaysia

4. DEFINITION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1: (Operation and Production Level)	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2: (Operation and Production Level)	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3: (Supervisory Level)	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4: (Executive Level)	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5 (Managerial Level)	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

5. MALAYSIAN SKILL CERTIFICATION

The pre-requisite to pursue this course include requires the basic education and a sense of creativity. Candidates after being assessed verified and fulfilled the requirements shall be awarded with Level 2 and 3.

Assessment must be in accordance with the following:

This NOSS outlines competency unit and competency profile in the Hairdresser's working environment as required by the industry and has been developed and documented following extensive collaboration across key Malaysian organisations. To meet the requirements of this industry, it is imperative that the competency unit and competency profile outlined follow a high standard as well as maintenance of consistency throughout the assessment process. This can only be done by stipulating a precise framework in which the assessment of competency unit and competency profile must be conducted. The training & assessment of a hairdressing practitioner must be deployed in accordance with *JPK* policy and in adherence to the Code of Practice in Hairdressing in rigorous process and standard as follows:

- To promote and stimulate the development, improvement and expansion of the hairdressing industry;
- To advise and make recommendations to the Federal Government and State Governments on matters affecting and/or are connected with the hairdressing industry;
- To promote, stimulate and undertake research into any matter related to the hairdressing industry;
- To promote, stimulate and assist in the export of services related to the hairdressing industry;
- To provide consultancy and advisory services with respect to the hairdressing industry to promote quality standards and practices in the hairdressing industry;
- To initiate and maintain the hairdressing industry information systems;
- To encourage the standardization and improvement of hairdressing techniques and materials;
- To provide, promote, review and coordinate training programmes organized by public and private training centres for executive, managerial and above levels of personnel
- To accredit and register practitioners/experts/ specialists and to cancel, suspend or reinstate the registration of any registered individual; and
- To accredit and certify industry professionals who have met the required core competencies demanded as an hairdressing professional

6. JOB COMPETENCIES

A Hairstylist (Level 3) is competent in performing:

- Hair cutting
- Hair perming
- Hair colouring
- Hair bleaching
- Hair straightening
- Hair salon administration

Optionally, the hairdressing (Level 3) personnel are competent in performing the following elective competency:-

- In-salon service promotion
- Facial hair design cutting
- Fantasy hairstyling

7. WORKING CONDITIONS

Generally, a hairdresser's work is to develop good visual appearance. Hairdressers assist individuals in maximizing their appearance, especially in the design of their hair.

A hairdresser usually works in a hair salon depending on their job description, they may work in corporate offices, clients homes, large education institute or academic or provide hairdressing work for monies where they may work on location.

8. EMPLOYMENT PROSPECTS

The increased awareness of the need to manage one's hair to have a better personal, professional and social life, the demand of hairdresser is increasing. Individuals can have the following benefits by creating a positive image.

- Larger market share
- Ability to charge a premium
- Ability to pull through tough times
- Greater attraction to talent
- Higher retention and productivity of people
- Lower costs
- Better and favorable media coverage
- Higher returns for investors

If a hairdressers' image is not as good as it could be, the hairdresser may lose out on all of these benefits. Considering this, the job opportunities for hairdresser are many.

As Malaysia had identified in the Tenth Malaysian Plan, the existence of hairdressing profession will increase employment prospect and also an involvement in the Malaysian Tourism industry will be an important enabler for Malaysia to position itself at the international level. Employment growth in the hairdressing is significant and is in current demand. The hairdressing industry is growing rapidly in Malaysia and there is an acute shortage of well-trained personnel in this area.

- Job prospects for Hairdressers are **good**.
- Employment growth for Hairdressers to 2012-13 is expected to be **moderate**. Employment in this very large occupation (58,700 in August 2008) rose moderately in the past five years, and in the long-term (ten years).
- Hairdressers have a below average proportion of full-time jobs (63 per cent). For Hairdressers working full-time, average weekly hours are 38.6 (compared to 41.8 for all occupations) and earnings are low - in the first decile. Unemployment for Hairdressers is average.
- Hairdressers are employed across several industries including: Other Services; Health Care and Social Assistance; Transport, Postal and Warehousing; and Agriculture, Forestry and Fishing.
- The vacancy level for Hairdressers is **high**. Vacancies arising from job changing (Hairdressers changing employers) are expected to provide 51.2 per cent of vacancies, compared with 43.1 per cent from job openings (Hairdressers leaving the occupation) and 5.7 per cent from new jobs (employment growth for Hairdressers).
- The mix of industries employing Hairdressers is not favourable for employment growth prospects.

Other related occupation with respect to employment opportunities are:

- Technical trainers
- Stylist
- Trainers
- Product consultant
- Product supplier
- Arts Therapist
- Beauty therapist
- Hair Stylist
- Counsellor
- Image processing consultant
- Image researcher
- Sales consultant
- Treatment consultant
- Prestige consultant

Other related industries with respect to employment opportunities are:

- Education
- Training Centres
- Lecturers
- Facilitators
- Tourism

9. SOURCES OF ADDITIONAL INFORMATION

1. Malaysian Association of Cosmetology
31, 5th Floor,
Jalan PJU 1/41, Block D1,
47301 Petaling Jaya,
Selangor Darul Ehsan
Tel: 603-7806 5629
Fax: 603-7806 2199
2. Malaysian Hairdressers Association
15-1 & 15-2,
Jalan 14/22, Right Angle,
46100 Selangor, Malaysia.
Tel: 603-79572019
Email: mha@go4hc.com
3. Malaysian Association of Barbers

10. ACKNOWLEDGEMENT

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- i. **Alex Lim Joee** - Pengurus
La Mode Coiffure
- ii. **Alan Chhooi** - Pengurus
Alan Chhooi Imej Art Gallery
- iii. **Kelvin Ong** - Pengurus
Hair Salon

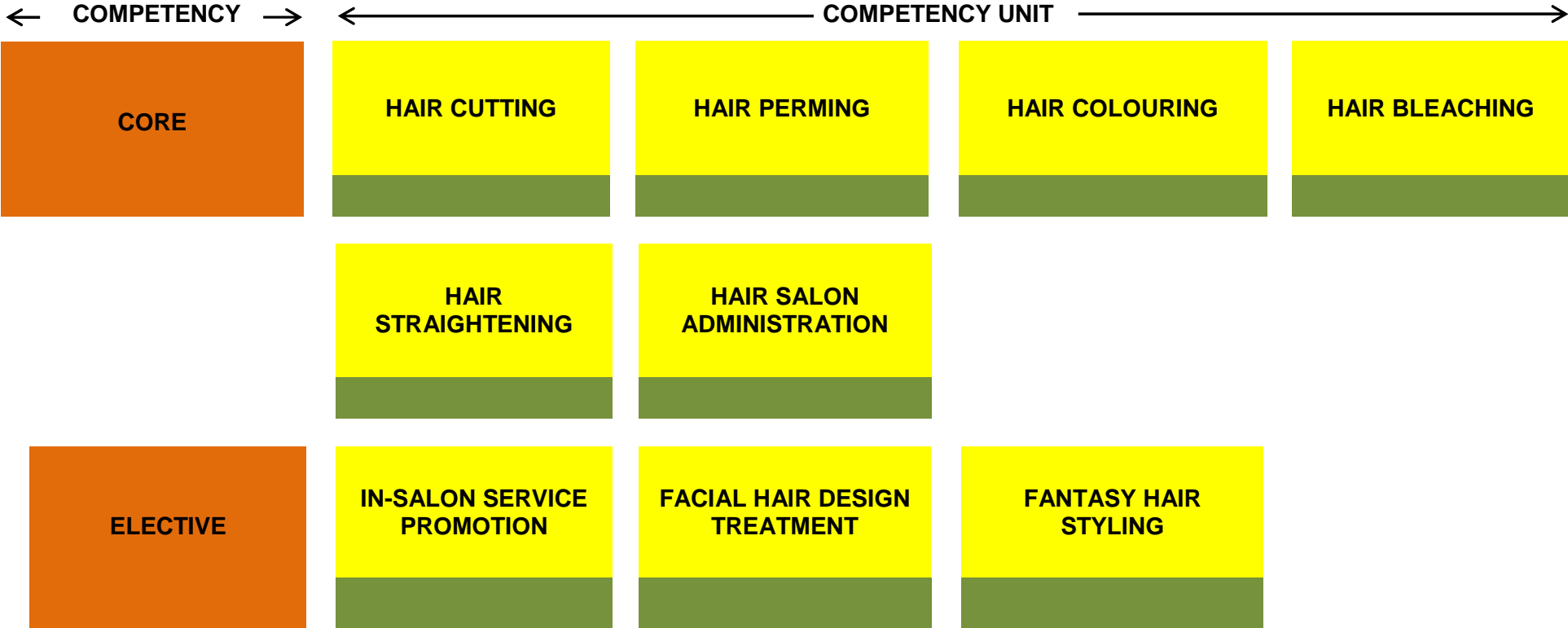
11. NOSS DEVELOPMENT COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTISE (SP), COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP), AND CURRICULUM OF COMPETENCY UNIT (COCU)

HAIRDRESSING - LEVEL 3

PANEL EXPERT		
1.	JUNAIDAH BINTI OTHMAN	URUS BUDAYA KUALA LUMPUR
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3.	HELFA NOFITA	HELVY SALON KUALA LUMPUR
4.	TEH SIEW YONG	MALAYSIA ASSOCIATION OF COSMETOLOGY
5.	HENSON WONG @ CHARLES	DICAL HAIR SALON
6.	SITI NADIA AB RAHIM	D'TOUCH SALON
7.	CHE ZARINA BASHIR AHMAD	MILLENIUM HAIR CARE BEAUTY ACADEMY
8.	MIMI SHAHIRA ABDUL AZIZ	STAR STYLE SALON
9.	NORULNAHA BT. ABDUL RAZAK	NUDELLA AKADEMI
FACILITATORS		
9.	TIEW BIAW SING	
10.	MARLINA BT. ZULKAFI	

COMPETENCY PROFILE CHART (CPC)

SECTOR	HOSPITALITY AND TOURISM		
SUB SECTOR	PERSONAL SERVICES		
JOB AREA	HAIRDRESSING		
JOB LEVEL	THREE (3)	JOB AREA CODE	



COMPETENCY PROFILE (CP)

Sub Sector	PERSONAL SERVICES			
Job Area	HAIRSTYLIST			
Level	THREE (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Hair cutting		<p>This competency unit describes the skill, knowledge and attitude requirements in hair cutting. It promotes good personal and professional image.</p> <p>The person who is competent in hair cutting shall be able to identify customer needs and hair design requirement, analyse hair & scalp condition, prepare hair cutting tools, equipment and materials, carry out hair cutting and check hair results</p> <p>The outcome of this competency is to enable client's haircutting to be a valuable contributing factor in appearance grooming compliance with hairdressing standard practice</p>	<p>1. Identify client needs and hair design requirement</p> <p>2. Analyse hair & scalp condition</p> <p>3. Prepare hair cutting tools, equipment and materials</p> <p>4. Carry out hair cutting</p>	<p>1.1 Client's received and greeted in accordance with reception duty requirements</p> <p>1.2 Client profile determined in determining client's personal particulars</p> <p>1.3 Client needs and hair design determined in selecting client's hair cutting plan</p> <p>2.1 Hair & scalp condition Determined</p> <p>2.2 Hair cutting procedure determined in accordance with client's hair cutting resources preparation</p> <p>3.1 Cutting tools selected</p> <p>3.2 Hair cutting tools, equipment and materials setup in accordance with hair cutting workplace requirements</p> <p>4.1 Client protective clothing arranged in accordance with hair cutting procedures</p> <p>4.2 Client's safety and hygiene</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Check hair cut result	<p>determined in accordance with OSHA requirements</p> <p>4.3 Hair towel dried in accordance with pre hair cutting procedures</p> <p>4.4 Hair sectioning applied in accordance with hair cutting procedures</p> <p>4.5 Hair cutting technique applied</p> <p>4.6 Hair style confirmed in accordance with client's hair cutting service</p> <p>5.1 Hair cut design confirmed</p> <p>5.2 Dust off hair clipping in accordance with hair cutting procedures</p> <p>5.3 Hair cut cross checked in accordance with hair cutting performance control SOP</p> <p>5.4 Hair styled in accordance with client's requirements</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
2. Hair perming		<p>This competency unit describes the skills, knowledge and attitude requirements in hair perming. Its work to promote volume and cure movement in the hair and is a tentative or contribute to the finished style.</p> <p>The person who is competent in hair perming shall be able to identify client hair condition, analyse hair condition, prepare hair perming tools and product and carry out hair perming activities in accordance with job and product specification, procedure and clients requirements.</p> <p>The outcome of this competency is to provide client's hair perming for appearance grooming value complying to Malaysian certified hairdressing standard practice</p>	<p>1. Identify client hair needs</p> <p>2. Analyse hair & scalp condition</p> <p>3. Prepare hair perming tools, equipment & materials</p> <p>4. Carry out hair perming</p>	<p>1.1 Client's received and greeted in accordance with reception duty requirements</p> <p>1.2 Client profile determined in determining client's personal particulars</p> <p>1.3 Client hair & scalp condition determined in determining client's hair perming plan</p> <p>2.1 Hair condition determined</p> <p>2.2 Hair test conducted</p> <p>2.3 Hair perming procedure determined in selecting hair perming roles</p> <p>3.1 Perming tools, equipment & materials selected</p> <p>3.2 Hair perming tools, equipments and materials set up in accordance with hair perming workplace requirements</p> <p>4.1 Client's protection clothing arranged in accordance with hair perming procedures</p> <p>4.2 Client's hair washed in accordance with hair perming pre-treatment procedures</p> <p>4.3 Client's hair sectioning applied in accordance with hair perming procedures</p> <p>4.4 Winding technique applied in accordance with client's hair perming procedures</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.5 Perming lotion applied in accordance with client's hair perming procedures</p> <p>4.6 Development test curl conducted in accordance with hair perming procedures</p> <p>4.7 Hair perming performance result confirmed in accordance with hair perming process controlling procedures</p> <p>4.8 Perming lotion rinsed off with warm water in accordance with hair perming requirements</p> <p>4.8 Hair blot dried in accordance with hair perming requirements</p> <p>4.9 Neutraliser applied in accordance with hair perming requirements</p> <p>4.10 Rods removed in accordance with hair perming requirements</p> <p>4.11 Hair rinsed off</p> <p>4.12 Hair towel dried in accordance with hair perming requirements</p> <p>4.13 Hair styled in accordance with client's requirements</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
3. Hair colouring		<p>This competency unit describes the skills, knowledge and attitude requirements in hair colouring. Its work is to enhance and correct the client's hair colour by changing the colour by chemical means both temporary and permanently.</p> <p>The person who is competent in hair colouring shall be able to carry out virgin hair colouring, carry out white hair colouring, carry out root re-touch, carry out hair highlighting and carry out bleaching.</p> <p>The outcome of this competency is to enable hair colouring to be a valuable contributing factor in appearance grooming in compliance with the hairdressing standard practice</p>	1. Carry out virgin hair colouring	<p>3.1 Client's received and greeted in accordance with reception duty requirements</p> <p>3.2 Client colouring needs confirmed in accordance with virgin hair colouring plan</p> <p>3.3 Virgin hair colouring resources arranged in determining virgin hair colouring resources preparation</p> <p>3.4 Clients hair and scalp condition analyzed in determining virgin hair colouring procedures</p> <p>3.5 Client virgin hair colouring prepared</p> <p>3.6 Client's protection cloth prepared in accordance with client's safety & hygiene procedure</p> <p>3.7 Section hair for virgin hair colouring application in accordance with hair colouring procedures</p> <p>3.8 Virgin hair colouring applied</p> <p>3.9 Hair colour result confirmed in accordance with hair colouring plan</p> <p>3.10 Hair rinsed in accordance with hair colouring procedures</p> <p>3.11 Towel dry hair in accordance with hair colouring procedures</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			2. Carry out white hair colouring	<p>3.12 Hair styled in accordance with client's requirements</p> <p>2.1 Client's received and greeted in accordance with reception duty requirements</p> <p>2.2 Client colouring needs confirmed in accordance with white hair colouring plan</p> <p>2.3 White hair colouring resources arranged in determining white hair colouring resources preparation</p> <p>2.4 Clients hair and scalp condition analyzed in determining virgin hair colouring procedures</p> <p>2.5 Client white hair colouring prepared</p> <p>2.6 Client's protection cloth prepared in accordance with client's safety & hygiene procedure</p> <p>2.7 Section hair for white hair colouring application in accordance with hair colouring procedures</p> <p>2.8 White hair colouring applied</p> <p>2.9 Hair colour result confirmed in accordance with hair colouring plan</p> <p>2.10 Hair rinsed in accordance with hair colouring finishing procedures</p> <p>2.11 Towel dry hair in accordance with hair colouring finishing</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			3. Carry out hair root re-touch	<p>procedures</p> <p>2.12 Hair styled in accordance with client's requirements</p> <p>3.1 Client's received and greeted in accordance with reception duty requirements</p> <p>3.2 Client colouring needs confirmed in determining root re-touch plan</p> <p>3.3 Root re-touch resources arranged in accordance with treatment preparation</p> <p>3.4 Clients hair and scalp condition analyzed in determining root re-touch procedures</p> <p>3.5 Client protection cloth prepared in accordance with client's safety & hygiene procedures</p> <p>3.4 Section hair for hair colouring</p> <p>3.5 Root re-touch process applied</p> <p>3.6 Hair colour result confirmed in accordance with hair colouring plan</p> <p>3.6 Hair rinsed in accordance with hair root re-touch procedures</p> <p>3.7 Towel dry hair in accordance with hair root re-touch procedures</p> <p>3.9 Hair styled in accordance with client's requirements</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				preparation 5.3 Clients hair and scalp condition Checked in determining hair colour correction procedures 5.4 Client protection cloth prepared in accordance with client's safety & hygiene procedures 5.5 Client colour correction prepared in accordance with hair colour correction process 5.6 Section hair for colour correction in accordance with hair colour correction process 5.7 Hair colour correction applied in accordance with cosmetology code of practice 5.8 Hair colour results determined in accordance with client needs 5.9 Hair rinsed in accordance with hair selection procedures 5.10 Towel dry hair 5.11 hair styled in accordance with client's requirements
4. Hair bleaching		This competency unit describes the skills, knowledge and attitude requirements in hair bleaching. Its work to promote bleached hair colour using chemical products.	1. Identify client's needs	1.1 Client's received and greeted in accordance with reception duty requirements 1.2 Client's hair bleaching needs determined in determining client's hair treatment plan

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The person who is competent in hair bleaching shall be able to identify client's needs, analyze hair & scalp condition, prepare hair bleaching tools, equipment and materials, carry out hair bleaching activities in accordance with job and product specification, procedures, and client's requirements</p> <p>The outcome of this competency is to provide client's hair bleaching for appearance grooming value complying to hairdressing standard practice</p>	<p>2. Analyze client's hair & scalp condition</p> <p>3. Prepare hair bleaching tools, equipment and materials</p> <p>4. Carry out hair bleaching</p>	<p>1.3 Client profile determined in determining client's personal particulars</p> <p>2.1 Hair & scalp condition Determined</p> <p>2.2 Hair bleaching procedure determined</p> <p>3.1 Bleaching tools, equipment & materials selected</p> <p>3.2 Hair bleaching tools, equipment and materials setup in accordance with hair bleaching requirements</p> <p>4.1 Client's bleaching needs confirmed in accordance with hair bleaching plan</p> <p>4.2 Hair bleaching resources arranged in accordance with hair bleaching roles</p> <p>4.3 Client's hair and scalp condition checked in determining hair bleaching procedures</p> <p>4.4 Client's bleaching prepared in accordance with hair bleaching process</p> <p>4.5 Client's protection cloth prepared in accordance with client's safety & hygiene procedures</p> <p>4.6 Section hair for bleaching</p> <p>4.7 Hair bleaching applied</p> <p>4.8 Hair rinsed in accordance with hair bleaching procedures</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.9 Towel dry hair in accordance with hair bleaching procedures</p> <p>4.10 Hair styled in accordance with client's requirements</p>
5. Hair straightening		<p>This competency unit describes the skills, knowledge and attitude requirements in hair straightening. Its work is to promote permanent straight hair using chemical products.</p> <p>The person who is competent in hair straightening shall be able to identify client hair condition, analyse hair & scalp condition, prepare hair straightening tools, equipment and materials and carry out hair straightening activities in accordance with job and product specification, procedure and clients requirements.</p> <p>The outcome of this competency is to provide client's hair straightening for appearance grooming value complying to hairdressing standard practice</p>	<p>1. Identify client hair needs</p> <p>2. Analyse hair & scalp condition</p> <p>3. Prepare hair straightening tools, equipments & materials</p> <p>4. Carry out hair straightening</p>	<p>4.1 Client's received and greeted in accordance with reception duty requirements</p> <p>4.2 Client's hair straightening needs determined in determining client's hair treatment plan</p> <p>4.3 Client profile determined in determining client's personal particulars</p> <p>2.1 Hair & scalp condition determined</p> <p>2.2 Hair straightening procedures determined in determining client hair and scalp condition</p> <p>3.1 Hair straightening procedure determined</p> <p>3.2 Straightening tools, equipment & materials selected</p> <p>3.3 Hair straightening tools, equipment and materials setup in accordance with hair straightening requirements</p> <p>4.1 Client protective clothing arranged in accordance with hair straightening procedures</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				<p>4.2 Client hair prepared in accordance with pre-treatment preparation</p> <p>4.3 Client's hair sectioning applied in accordance with straightening procedures</p> <p>4.4 Straightening technique applied in accordance with client's hair straightening procedures</p> <p>4.5 Straightening product applied in accordance with hair straightening procedures</p> <p>4.6 Straightening performance results confirmed in accordance with hair straightening performance control</p> <p>4.7 Straightening product rinsed off with warm water in accordance with hair straightening procedures</p> <p>4.8 Hair towel dried in accordance with hair straightening procedures</p> <p>4.9 Neutraliser applied in accordance with hair straightening procedures</p> <p>4.10 Neutraliser rinsed off in accordance with hair straightening procedures</p> <p>4.11 Conditioner applied in accordance with post treatment procedures</p> <p>4.12 Hair dried and styled in accordance with client's plan</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Provide client's post hair treatment advice	5.1 Types of post-hair straightening products suggested 5.2 Client home hair treatment suggested
6. Hair salon Administration		<p>This competency unit describes the skills, knowledge and attitude requirements in salon administration. Its work is to maintain hair salon activities.</p> <p>The person who is competent in hair salon administration shall be able to carry out client's services handling, monitor salon safe safety, supervise salon subordinate and monitor salon business activities.</p> <p>The outcome of this competency is to administer hair salon administration for salon operation value complying to hairdressing standards</p>	<p>1. Carry out client's services handling</p> <p>2. Monitor salon safety</p> <p>3. Supervise salon subordinate</p>	<p>1.1 Client's salon service confirmed in accordance with salon SOP</p> <p>1.2 Client's record maintained in accordance with performance control procedures</p> <p>1.3 Client's complaints attended to in accordance with cosmetology code of practice</p> <p>2.1 Salon hygiene ascertained in accordance with OSHA requirements</p> <p>2.2 Salon tools, equipment and materials checked in accordance with OSHA requirements</p> <p>2.3 Salon housekeeping confirmed in accordance with salon SOP</p> <p>3.1 Subordinate work activities ascertained</p> <p>3.2 Work activities monitored in accordance with subordinate coaching procedures</p> <p>3.3 In-house training coached in accordance with salon operation controlling procedures</p> <p>3.4 Subordinate work appraisal</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Monitor salon business activities</p>	<p>executed in accordance with salon operational supervision procedures</p> <p>4.1 Salon service and retailing promoted in accordance with salon business administration</p> <p>4.2 Business operation report prepared</p> <p>4.3 Stock inventory controlled in accordance with salon maintenance administrative functions</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
7. In-salon service promotion		<p>This competency unit describes the skills, knowledge and attitude requirements in in-salon service promotion. Its work is to promote hair services to enhance appearance with the appropriate hair treatment to the client.</p> <p>The person who is competent in in-salon service promotion shall be able to scrutinize hair service needs, plan promotional activities, prepare promotional materials, carry out sales promotions, carry out sales promotion evaluation and carry out sales promotion documentation.</p> <p>The outcome of this competency is to provide client's hair service promotion for appearance grooming value complying to salon operation standards</p>	<ol style="list-style-type: none"> 1. Scrutinize hair service needs 2. Access promotional activities 3. Prepare promotional materials 4. Carry out sales promotions 	<ol style="list-style-type: none"> 1.1 Type of hair services determined in accordance with salon centre sales & marketing policy 1.2 Sales promotional strategy determined in accordance with hair service roles 1.3 Clients buying behaviour determined in determining sales projection roles 2.1 Type of promotional activities determined in determining targeted segment 2.2 Promotion activities support determined 2.3 Promotional lead time determined in sourcing preparation arrangement 3.1 Promotional package obtained in identified client's needs 3.2 Promotional materials set ready 4.1 Hair services introduction recommended in securing hair service sales 4.2 Communication technique applied in accordance with service presentation strategy 4.3 Contingency measures arranged in accordance with salon sales & marketing policy

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Carry out sales promotions evaluation</p> <p>6. Carry out sales promotions documentation</p>	<p>5.1 Sales promotion objective confirmed in accordance with hair service promotional procedures</p> <p>5.2 Client's response ascertained in accordance with principle of sales & marketing plan</p> <p>6.1 Promotion feedback compiled in accordance with salon administration policy</p> <p>6.2 Post promotion report prepared in accordance with salon administration policy</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
8. Facial hair design treatment		<p>This competency unit describes the skills, knowledge and attitude requirements in facial hair design cutting.</p> <p>The person who is competent in facial hair design cutting shall be able to identify client needs and hair design requirements, analyze facial hair & skin condition, prepare hair cutting tools, equipment & materials, carry out facial hair design cutting and carry out facial care treatment and facial hair design treatment documented</p> <p>The outcome of this competency is to provide client's facial hair design cutting for appearance grooming value complying to hair dressing code of practice</p>	<ol style="list-style-type: none"> 1. Identify client needs and hair design requirement 2. Analyse client's facial hair and skin condition 3. Prepare hair cutting tools, equipment & materials 4. Carry out facial hair design cutting 	<ol style="list-style-type: none"> 1.1 Client's received and greeted in accordance with reception duty requirements 1.2 Client profile determined in determining client's personal particulars 1.3 Client needs determined in accordance with client's facial hair design cutting roles 1.4 Client's facial hair design cutting need determined 2.1 Facial hair condition determined 2.2 Hair trimming/cutting procedure determined in accordance with facial hair design cutting roles 3.1 Trimming tools selected 3.2 Facial hair design cutting workplace prepared in accordance with OSHA requirements 3.3 Facial hair design cutting service prepared in accordance with client's service roles 4.1 Hair trimming technique applied 4.2 Facial hair design cutting results confirmed in accordance with client's satisfaction of the finished cut

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>5. Carry out facial care treatment</p> <p>6. Carry out facial hair design treatment documentation</p>	<p>5.1 Facial health care treatment Determined</p> <p>5.2 Facial care treatment executed in accordance with facial care treatment procedures</p> <p>5.3 Facial care treatment results confirmed in accordance with facial care treatment procedures</p> <p>6.1 Client's profile updated in accordance with barbering standards of practice</p> <p>6.2 Client's facial hair design cutting advice disseminated in accordance with salon SOP</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
9. Fantasy hair styling		<p>This competency unit describes the skills, knowledge and attitude requirements in fantasy hair styling.</p> <p>The person who is competent in fantasy hair styling shall be able to carry out theme hair designing, hair accessories designing and prepare fantasy hair styling materials and carry out fantasy hair styling.</p> <p>The outcome of this competency is to provide client's fantasy hair styling for appearance grooming value complying to Malaysian certified hair dressing code of practice</p>	<p>1. Carry out theme hair designing</p> <p>2. Carry out hair accessories designing</p>	<p>1.1 Client's received and greeted in accordance with reception duty requirements</p> <p>1.2 Client needs determined in accordance with fantasy hair design</p> <p>1.3 Hair and scalp condition determined in accordance with fantasy hair design</p> <p>1.4 Theme hair design ascertained</p> <p>1.5 Theme hair designing procedure followed in accordance with fantasy hair designing procedures</p> <p>1.6 Theme hair designing support arranged in determining resources preparation</p> <p>1.7 Theme hair designed in accordance with fantasy hair styling procedures</p> <p>2.1 Type of hair accessories determined in accordance with fantasy hair styles</p> <p>2.2 Hair accessories designing resources arranged in accordance with fantasy hair styles image</p> <p>2.3 Hair accessories design produced in accordance with hair accessories styling requirements</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Prepare fantasy hair styling materials</p> <p>4. Carry out fantasy hair styling</p>	<p>3.1 Hair fantasy styling materials arranged</p> <p>3.2 Sources of materials determined in accordance with fantasy hair styling resources preparation procedures</p> <p>3.3 Materials production procedure followed</p> <p>4.1 Fantasy hair style produced in accordance with market creative demands</p> <p>4.2 Accessories arranged in according with hair style</p> <p>4.3 Fantasy materials arranged in accordance with hair styling requirements</p>

CURICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE									
Job Area		HAIRDRESSING									
Competency Unit Title		HAIR CUTTING									
Learning Outcome		<p>The person who is competent in this CU shall be able to promote good personal and professional image to the clients. Its work to enable client's haircutting to be a valuable contributing factor in appearance grooming in compliance with hairdressing standard practice. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify client needs and hair design requirement • Analyze hair & scalp condition • Prepare hair cutting tools, equipment and materials • Carry out hair cutting • Confirm hair cut result 									
Competency Unit Code		HT-XXX-01	Competency Type		Core	Level	3	Training Duration	360	Credit Value	36
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/ Environment		Training Hours	Delivery Mode		Assessment Criteria			
1. Identify client's hair cutting needs.	1.1 Meet & greet client protocol 1.2 Salon service reception procedures 1.3 Client's particulars <ul style="list-style-type: none"> •Age; •Gender; •Racial Background; •Address & contact no; •Profession 				20	Lecture		1.1 Salon client welcomed 1.2 Client profile determined 1.3 Client needs and hair design determined 1.4 Hair styling requirements determined 1.5 Hair cut style recommended			

	<p>1.4 Client's hair cut objectives</p> <p>1.5 Understanding of factors affecting hair cut</p> <p>1.6 Resources of hair cutting</p> <ul style="list-style-type: none"> •Sectioning; •Design; •Style; •Suitability 					
		<p>1.1 Meet & greet client</p> <p>1.2 Carry out client's salon service reception</p> <p>1.3 Determines clients profile</p> <p>1.4 Determine client's needs</p> <p>1.5 Carry out client's hair design services roles</p> <p>1.6 Recommend client's haircut style</p> <p>1.7 Determine hair cutting resources</p>		40	<p>Demonstration & Observation</p>	

			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Meticulous in acquiring concept and theory of hair cutting. - Accuracy in acquiring Science of the hair - Precise in identifying hair growth indication and contraindication. - Skillful polite and courteous in client handling. - Accuracy in selecting medium. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. 			
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			<u>Environment:</u> - Good ventilation and conducive.			
2. Analyze hair and scalp condition	2.1 Hair & scalp condition in hair cutting <ul style="list-style-type: none"> • Porosity • Thickness • Textures • Length • Hair growth pattern 2.2 Hair cutting design and matching/suitability 2.3 Hair cutting method and technique 2.4 Hair cutting outlook			10	Lecture	2.1 Hair & scalp condition determined 2.2 Hair cutting procedure Determined 2.3 Hair science determined 2.4 Hair maintenance benefits determined 2.5 Treatment benefits determined 2.6 Hair design confirmed
		2.1 Determine client's hair & scalp condition for haircut 2.2 Determine client's hair cut design suitability and availability 2.3 Select hair		20	Demonstration & Observation	

		cutting pattern/style 2.4 Determine hair cutting procedures	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
3. Prepare hair cutting tools, equipment and materials	3.1 Hair cutting tools, equipment and materials 3.2 Hair cutting safety and hygiene compliances 3.3 Hair cutting workplace setting			5	Lecture	3.1 Cutting tools selected 3.2 Hair cutting tools, equipment and materials setup 3.3 Work position confirmed

	3.4 Client's hair cutting workplace					3.4 Client's safety arranged
		<p>3.1 Select hair cutting tools, equipment and materials</p> <p>3.2 Prepare hair cutting tools, equipment and materials</p> <p>3.3 Setup hair cutting workplace</p> <p>3.4 Set client's hair cutting worksite</p> <p>3.5 Determine worksite safety</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. 	10	Demonstration & Observation	

			<u>Environment:</u> - Good ventilation and conducive.			
4. Carry out hair cutting	4.1 Hair cutting protective clothing suitability 4.2 Safety and hygiene compliance 4.3 Pre-cutting and post procedures 4.4 Hair sectioning method <ul style="list-style-type: none"> • For one length • For graduation • For layering • For clipper cutting 4.5 Hair cutting style 4.6 Hair cutting technique <ul style="list-style-type: none"> • Graduation • Layering • Clipper cutting procedures • One length hair (reverse graduation) 4.7 Understanding of hair cutting process			80	Lecture	4.1 Client protective clothing arranged 4.2 Client's safety and hygiene determined 4.3 Hair shampoo and conditioners applied 4.4 Hair towel dried 4.5 Hair sectioning applied 4.5 Hair cutting technique applied 4.6 Hair style confirmed 4.7 client cut hair dusted off

	<ul style="list-style-type: none"> • Technique of cutting • Communication method 					
		<p>4.1 Arrange hair cutting protection clothing</p> <p>4.2 Apply hair cutting safety and hygiene requirements</p> <p>4.3 Shampoo and condition client's hair</p> <p>4.4 Towel-dry client's shampoo hair</p> <p>4.5 Section client's hair</p> <p>4.6 Apply hair cutting technique</p> <ul style="list-style-type: none"> • For one length cut • For graduation cut • For layering cut • For clipper 		160	Demonstration & Observation	

		cutting 4.7 Confirm hair cut style 4.8 Dust off hair	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Ethical in performing procedures. - Accuracy in work process - Good client communication <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
5. Check hair cut results	5.1 Hair cutting outcome and outlook <ul style="list-style-type: none"> •One length cut requirements and style •Graduation cut 			5	Lecture	5.1 Hair cut design confirmed 5.2 Hair clipping dusted-off 5.3 Hair cut cross

	<p>requirements and style</p> <ul style="list-style-type: none"> •Layering cut requirements and style •Concave cut requirements and style <p>5.2 Post hair cut procedures</p> <p>5.3 Understanding of cross checking procedures</p> <p>5.4 Hair styling requirements</p> <p>5.5 Salon housekeeping SOP</p>					<p>checked</p> <p>5.4 Client's hair styled</p> <p>5.5 Salon housekeeping applied</p>
		<p>5.1 Confirm hair cutting results/outlook/style</p> <p>5.2 Apply post haircut procedures</p> <p>5.3 Apply hair cut cross check technique</p> <p>5.4 Apply hair styling technique</p> <p>5.5 Carry out hair</p>		10	<p>Demonstration & Observation</p>	

		cutting housekeeping	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest in hair cut quality - Ethical in performing procedures. - Accuracy in cross checking <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information 01.11 Apply thinking skills and creativity 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.10 Provide consultation and counseling 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess client / customer needs	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Towel	As per required
2. Hair design book/magazine	As per required
3. Scissors/trimming scissors	1:1
4. Clippers	1:1
5. Razors	1:5
6. Sectioning clips	1:1
7. Comb & brushes	1:1
8. Shampoo & conditioners	As per required
9. Styling products	As per required
10. Hand dryers	1:1
11. Back mirrors	1:10
12. Protection cape	1:1
13. Broom	As per required

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CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE								
Job Area		HAIRDRESSING								
Competency Unit Title		HAIR PERMING								
Learning Outcome		<p>The person who is competent in this CU shall be able to promote volume and curl movement in the hair and or contributes to the finished style of the clients. Its work to provide client's hair perming for appearance grooming value complying to hairdressing standard practice. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify client hair needs • Analyse hair & scalp condition • Prepare hair perming tools, equipment & materials • Carry out hair perming 								
Competency Unit Code		HT-XXX-02	Competency Type	Core	Level	3	Training Duration	270	Credit Value	27
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment		Training Hours	Delivery Mode	Assessment Criteria			
1. Identify client's hair perming needs.	1.1 Meet & greet client procedures 1.2 Salon service reception procedures 1.3 Hair & scalp condition healthy maintenance requirements 1.4 Perming style availability				15	Lecture	1.1 Salon client's welcomed 1.2 Client profile determined 1.3 Client hair & scalp condition determined 1.4 Client perm style selected 1.5 Hair texture determined			

		<p>1.1 Meet & greet client</p> <p>1.2 Carry out client's salon service reception</p> <p>1.3 Determine clients profile</p> <p>1.4 Determine client's hair & scalp condition</p> <p>1.5 Determine client's hair perming style</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Meticulous in acquiring concept and theory of perming. - Accuracy in acquiring Science of the hair - Precise in identifying perming indication and contraindication - Skillful polite and courteous in client handling. 	30	Demonstration & Observation	
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			<ul style="list-style-type: none"> - Accuracy in selecting medium. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
2. Analyze hair and scalp condition	<p>2.1 Client's hair condition</p> <ul style="list-style-type: none"> • Porosity • Elasticity • Previous chemical procedures <p>2.2 Client's scalp condition</p> <ul style="list-style-type: none"> • Dry • Oily • Curl • Abrasion <p>2.3 Client's hair texture</p> <ul style="list-style-type: none"> • Density • thickness of hair • natural movement • growth pattern <p>2.4 Client's hair length status</p>			15	Lecture	<p>2.1 Hair & scalp condition determined</p> <p>2.1 Hair perm compatibility tested conducted</p> <p>2.2 Hair style procedure determined</p> <p>2.3 Hair science determined</p> <p>2.4 Client analysis recorded</p> <p>2.5 Hair length perming procedures determined</p>

	<ul style="list-style-type: none"> • Short • Medium • long <p>2.5 Client's hair structure incompatibility testing procedures</p> <p>2.6 Perming style availability</p> <p>2.7 Salon documentation system</p> <p>2.8 Determine hair length perming procedure</p>					
		<p>2.1 Determine client's hair condition</p> <p>2.2 Determine scalp condition</p> <p>2.3 Determine client's hair texture</p> <p>2.4 Determine hair length perming procedures</p> <p>2.5 Determine hair perming elasticity</p> <p>2.6 Determine hair perming</p>		30	Demonstration & Observation	

		2.7 style Record hair and scalp analysis	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
3 Prepare hair perming requirement	<p>3.1 Perming tools, equipment and materials functionality</p> <p>3.2 Perming tools, equipment and materials availability</p> <p>3.3 Client's perm workplace procedures</p>			10	Lecture	<p>3.1 Perming tools, equipment & materials selected</p> <p>3.2 Hair perming tools, equipment and materials set up</p> <p>3.3 Workplace selected</p>

		<p>3.1 Arrange perm tools, equipment and materials functionality check</p> <p>3.2 Set up perming tools, equipment and materials</p> <p>3.3 Set client permiing seat</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 	20	Demonstration & Observation	
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<p>4. Carry out hair perming</p>	<p>4.1 Client's protective clothing suitability 4.2 Pre-treatment procedures 4.3 Hair sectioning requirements 4.4 Technique and procedures of perming <ul style="list-style-type: none"> • Foundation • Spiral • Directional • Piggy back • Double wind 4.5 Perming lotion application procedures 4.6 Curl development testing procedures 4.7 Rinsing techniques 4.8 Post perming procedures 4.9 Hair perming outcome 4.10 Hair styling techniques 4.11 Salon housekeeping SOP</p>			<p>50</p>	<p>Lecture</p>	<p>4.1 Client's protection clothing arranged 4.2 Client's hair shampooed 4.3 Client's hair sectioned 4.4 Winding technique applied 4.5 Perming lotion applied 4.6 Development test curl conducted 4.7 Hair curl wave confirmed 4.8 Perming lotion rinsed off 4.8 Hair blot dried 4.9 Neutraliser applied 4.10 Perming rods removed 4.11 Hair rinsed off</p>
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		<p>4.1 Prepare client's hair perming protection clothing</p> <p>4.2 Apply pre-treatment procedures</p> <p>4.3 Section client's hair</p> <p>4.4 Apply selected style winding technique</p> <p>4.5 Apply perming lotion</p> <p>4.6 Carry out curl development test</p> <p>4.7 Apply rinsing technique</p> <p>4.8 Apply neutralizer procedures</p> <p>4.9 Check neutralizer result</p> <p>4.10 Remove winding tools</p> <p>4.11 Carry out hair rinsing & conditioning</p> <p>4.12 Towel-dry</p>		100	Demonstration & Observation	<p>4.12 Hair towel dried</p> <p>4.13 Hair perming performance results confirmed</p> <p>4.14 Clients hair styled</p> <p>4.15 Salon housekeeping applied</p>
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		client hair 4.13 Check client's style 4.14 Style client's hair 4.15 Carry out hair perming housekeeping	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in performing procedures. - Accuracy in checking results - Good client communication <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information 01.11 Apply thinking skills and creativity 02.10 Prepare reports and instructions 02.11 Convey information and ideas to people 03.10 Provide consultation and counseling 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess client / customer needs	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Towel	As per required
2. Protection cape	1:1
3. Tail comb	1:1
4. Perm rods(diameter S,M,L)	As per required
5. Shampoo & conditioners	As per required
6. Perming product set	As per required
7. Applicator bottles	1:1
8. Bowl/neutralizer sponge	1:1
9. Heat generating machine	1'10
10. Perms cap	1:1
11. Comb & brushes	1:1
12. Hand dryers	1:1
13. Styling products	As per required
14. Back mirrors	1:10

Reference

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2. Total Media Group; February 1, 2008, HAIR, 2008 edition ISBN-10: 142339340, ISBN-13: 978-1424339341
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CURICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE											
Job Area		HAIRDRESSING											
Competency Unit Title		HAIR COLOURING											
Learning Outcome		<p>The person who is competent in this CU shall be able to enhance and correct the client's hair colour by changing the colour by chemical means both temporary and permanently. Its work to enable hair colouring to be a valuable contributing factor in appearance grooming in compliance with the hairdressing standard practice. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Carry out virgin hair colouring • Carry out white hair colouring • Carry out hair root re-touch • Carry out hair highlighting • Carry out hair colour correction 											
Competency Unit Code		HT-XXX-03	Competency Type	Core	Level	3	Training Duration	300	Credit Value	30			
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria							
1. Carry out virgin hair colouring	1.1 Client's meet & greet protocol 1.2 Salon service reception procedures 1.3 Virgin hair colouring benefits 1.4 Resources of virgin hair colouring 1.5 Virgin hair colouring product application, contra indication			30	Lecture	1.1	Salon client welcomed	1.2	Client's colouring needs confirmed	1.3	Virgin hair colouring resources arranged	1.4	Clients hair and scalp condition analyzed

	and technique					1.5 Client virgin hair colouring products prepared
1.6	Hair & scalp condition analysis					1.6 Product contra indication explained
1.7	Virgin hair colouring sourcing method and technique					1.7 Client's protection cloth prepared
1.8	Protective clothing suitability					1.8 Section hair for virgin hair colouring sectioned
1.9	Method of sectioning virgin hair colouring					1.9 Virgin hair colouring applied
1.10	Virgin hair colouring technique <ul style="list-style-type: none"> • Mid length • Ends • Whole head 					1.10 Hair colour result confirmed
1.11	Apply safety & hygiene procedures <ul style="list-style-type: none"> • Put on glove • Divide hair into section • Apply protection along hairline 					1.11 Hair rinsed
1.12	Virgin hair colouring results confirmation requirements					1.12 Towel dry
1.13	Hair color product emulsification, shampoo & conditioners and rinsing					1.13 Hair styled
						1.14 Salon housekeeping applied

	1.14 Client's hair towel-dry techniques 1.15 Hair styling procedures 1.16 Salon housekeeping SOP					
		1.1 Meet & greet client 1.2 Carry out salon services reception 1.3 Determine virgin hair colouring resources availability 1.4 Explain contra indication 1.5 Analyze hair & scalp condition 1.6 Determine hair & scalp condition for hair colouring 1.7 Select virgin hair colouring method 1.8 Arrange hair colouring protective clothing 1.9 Apply mid		60	Demonstration & Observation	

		length virgin hair colouring technique 1.10 Apply ends virgin hair colouring technique 1.11 Apply whole head virgin hair colouring technique 1.12 Confirm hair colouring results 1.13 Apply hair emulsification, shampooing / conditioning and rinsing 1.14 Apply towel dry technique 1.15 Hair styling 1.16 Carry out virgin hair colouring housekeeping	<u>Attitude:</u> - Meticulous in acquiring concept and theory of hair colouring - Accuracy in acquiring			
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			<p>basic hair science of the client.</p> <ul style="list-style-type: none"> - Precise in identifying colouring indication and contraindication. - Skillful polite and courteous in client handling. - Accuracy in selecting product. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive 			
2. Carry out white hair colouring	<p>2.1 Client's meet & greet protocol</p> <p>2.2 Salon service reception procedures</p>			25	Lecture	<p>2.1 Salon client's welcomed</p> <p>2.2 Client colouring needs</p>

	2.3	White hair colouring benefits					2.3	confirmed
	2.4	Resources of white hair colouring contra indication					2.3	White hair colouring resources contra arranged
	2.5	Hair & scalp condition analysis					2.4	Indication explained
	2.6	White hair colouring sourcing method and technique					2.5	Clients hair and scalp condition analyzed
	2.7	Protective clothing suitability					2.6	Client white hair colouring prepared
	2.8	White hair colouring sectioning					2.7	Client's protection cloth prepared
	2.9	White hair colouring application technique					2.8	White hair colouring application section
	2.10	Apply safety & hygiene procedures <ul style="list-style-type: none"> • Put on glove • Divide hair into section • Apply protection along hairline 					2.9	White hair colouring applied
	2.11	White hair colouring results confirmation requirements					2.10	Hair colour result confirmed
	2.12	Hair color product emulsification,					2.11	Hair emulsified, shampooed and conditioned
							2.12	Hair rinsed
							2.13	Client's hair

	shampoo and condition and rinsing					2.14 Towel dry client's hair 2.15 Hair style procedures 2.15 Salon housekeeping SOP
	2.13 Towel dry client's hair 2.14 Hair style procedures 2.15 Salon housekeeping SOP	2.1 Meet & greet client 2.2 Carry out salon services reception 2.3 Determine white hair colouring resources availability 2.4 Explain contra indication 2.5 Analyze hair & scalp condition 2.6 Determine hair & scalp condition for hair colouring 2.7 Select white hair colouring method 2.8 Arrange hair colouring protective		50	Demonstration & Observation	Towel dry 2.14 Hair styled 2.15 Salon housekeeping applied

		<p>clothing</p> <p>2.9 Apply white hair colouring technique</p> <p>2.10 Confirm hair colouring results</p> <p>2.11 Apply hair emulsification, shampoo, conditioners and rinsing</p> <p>2.12 Apply towel dry technique</p> <p>2.13 Hair styling</p> <p>2.14 Carry out white hair colouring housekeeping</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. 			
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			<u>Environment:</u> - Good ventilation and conducive.			
3. Carry out hair root re-touch	3.1 Client's meet and greet protocol 3.2 Salon services reception procedures 3.3 Understand of hair root re-touch objective 3.4 Resources of hair root re-touch product's application, contra indication and technique 3.5 Hair &scalp condition for hair root re-touch 3.6 Hair & scalp condition analysis 3.7 Protection clothing suitability 3.8 Sectioning hair for root re-touch 3.9 Hair root re-touch process <ul style="list-style-type: none"> •put on gloves •divide hair into section •apply protection 			20	Lecture	3.1 Salon client's welcomed 3.2 Client colouring needs confirmed 3.3 Root re-touch resources contra arranged 3.4 Indication explained 3.5 Clients hair and scalp condition analyzed 3.6 Client protection cloth prepared 3.7 Root re-touch process applied 3.8 Hair colour result confirmed 3.9 Hair emulsified, shampooed / conditioned and rinsed 3.10 Client's hair towel-dried 3.11 Hair styled

	<ul style="list-style-type: none"> • along hairline • prevent dye from staining skin • mix colour • apply colour evenly on each sub-section at the foots only <p>3.10 Hair root re-touch results confirmation procedures</p> <p>3.11 Rinsing procedures</p> <p>3.12 Towel dry procedures</p> <p>3.13 Hair styling requirements</p> <p>3.14 Salon housekeeping SOP</p>					3.12 Salon housekeeping applied
		<p>3.1 Meet and greet clients</p> <p>3.2 Carry out salon services reception</p> <p>3.3 Determine hair root re-touch resources availability</p> <p>3.4 Explain indication</p>		40	Demonstration & Observation	

		<p>3.5 Analyze hair & scalp condition</p> <p>3.6 Arrange hair root re-touch protecting clothing</p> <p>3.7 Prepare hair root re-touch safety & hygiene workplace</p> <p>3.8 Apply hair root re-touch sectioning technique</p> <p>3.9 Apply hair root re-touch procedures</p> <p>3.10 Confirm hair root re-touch results</p> <p>3.11 Apply emulsification, shampooing, conditioning and rinsing technique</p> <p>3.12 Apply towel dry technique</p> <p>3.13 Style client hair</p>				
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		3.14 Carry out hair root re-touch housekeeping	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
4. Carry out hair highlighting	<p>4.1 Client's meet and greet protocol</p> <p>4.2 Salon services reception procedures</p> <p>4.3 Hair highlighting benefits</p> <p>4.4 Resources of hair highlighting products' application and indication</p> <p>4.5 Hair & scalp condition analysis</p>			15	Lecture	<p>4.1 Client's received and greeted</p> <p>4.2 Client colouring needs confirmed</p> <p>4.3 Hair highlighting resources arranged</p> <p>4.4 Contra indication</p>

	4.6	Hair & scalp maintenance requirements					explained
	4.7	Hair highlighting tools, equipment and materials functionality					4.5 Clients hair and scalp condition checked
	4.8	Protective clothing suitability					4.6 Client hair highlighting prepared
	4.9	Hair highlighting safety and hygiene requirements					4.7 Client protection cloth prepared
	4.10	Methods of sectioning in hair highlighting					4.8 Hair highlighting sectioned
	4.11	Hair highlighting procedures and technique <ul style="list-style-type: none"> • Development time • Results checking 					4.9 Hair highlighting applied
	4.12	Rinsing, emulsification, shampooing and conditioning technique					4.10 Hair emulsified shampooed / conditioned and rinse
	4.13	Towel dry technique					4.11 Towel dry hair
	4.14	Style requirements					4.12 Hair styled
	4.15	Salon housekeeping SOP					4.13 Salon housekeeping applied

		<p>4.1 Meet and greet clients</p> <p>4.2 Carry out salon services reception</p> <p>4.3 Determine hair highlighting resources availability and suitability</p> <p>4.4 Explain contra indication</p> <p>4.5 Analyze hair & scalp condition</p> <p>4.6 Arrange client for hair highlighting</p> <p>4.7 Arrange hair highlighting protecting clothing</p> <p>4.8 Arrange hair highlighting safety and hygiene</p>		30	Demonstration & Observation	

		<p>requirements</p> <p>4.9 Apply hair highlighting technique & procedures</p> <p>4.10 Apply emulsification, shampooing, conditioning and rinsing technique</p> <p>4.11 Apply towel dry technique</p> <p>4.12 Style client's hair</p> <p>4.13 Carry out hair highlighting housekeeping</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in performing procedures. - Accuracy in sectioning . - Good cliental communication <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene 			
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			procedures. <u>Environment:</u> - Good ventilation and conducive.			
5. Carry out hair colour correction	5.1 Client's meet and greet protocol 5.2 Salon services reception procedures 5.3 Client's hair color correction objective 5.4 Type of hair color correction technique and method 5.5 Benefit of hair color correction tools, equipment and materials 5.6 Benefit of hair color correction 5.7 Products, contra indication and application for hair colour correction 5.8 Hair & scalp condition maintenance 5.9 Hair & scalp condition analysis 5.10 Client's protective			10	Lecture	5.1 Salon client welcomed 5.2 Client colouring needs confirmed 5.3 Colour correction resources arranged 5.4 Contra indication explained 5.5 Clients hair and scalp condition Checked 5.6 Client protection cloth prepared 5.7 Client colour correction prepared 5.8 Hair for colour sectioned 5.9 Hair colour correction applied

	clothing preparation 5.11 Sectioning methods 5.12 Hair color correction procedures and technique 5.13 Rinsing, emulsification, shampooing, conditioning technique 5.14 Towel dry technique 5.15 Hair styling procedures 5.16 Salon housekeeping SOP					5.10 Hair colour results determined 5.11 Hair emulsified shampooed / conditioned and rinsed 5.12 Hair towel dry 5.13 Hair styled 5.14 Salon housekeeping applied
		5.1 Client's meet and greet protocol 5.2 Salon services reception procedures 5.3 Determine client's hair colour correction objectives 5.4 Determine client's natural colour 5.5 Determine client's hair		20	Demonstration & Observation	

		colour correction tools, equipment and materials				
		5.6 Determine product availability, contra indication and suitability				
		5.7 Analyze hair & scalp condition				
		5.8 Arrange client's protection clothing				
		5.9 Prepare client hair colour correction safety & hygiene requirements				
		5.10 Prepare client hair colour correction products				
		5.11 Apply hair colour correction technique				
		5.12 Apply sectioning technique				
		5.13 Apply				

		emulsification, shampooing, conditioning and rinsing technique 5.14 Apply towel dry technique 5.15 Style client's hair 5.16 Carry out hair colour correction housekeeping	<u>Attitude:</u> - Honest and not bias - Ethical in performing procedures. - Accuracy in application <u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conductive.			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
<p>01.07 Utilize database applications to locate and process information</p> <p>01.11 Apply thinking skills and creativity</p> <p>02.10 Prepare reports and instructions</p> <p>02.11 Convey information and ideas to people</p> <p>03.10 Provide consultation and counseling</p> <p>03.15 Liaise to achieve identified outcomes</p> <p>03.16 Identify and assess client / customer needs</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Towel	As per required
2. Protection clothing	1:1
3. Colour products	As per required
4. Shampoo & conditioners	As per required
5. Styling products	As per required
6. Applicator brushes	As per required
7. Mixing bowl	As per required
8. Measuring cups	1:1
9. Tail comb	1'1
10. Comb & brushes	1:1
11. Oxidation water	As per required
12. Heat generating machine	1:10
13. Hand dryers	1:1
14. Sectioning clips	As per required
15. Highlight cap & book	1:10
16. Back mirrors	1:10
17. Aluminium foil	As per required

Reference

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CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE								
Job Area		HAIRDRESSING								
Competency Unit Title		HAIR BLEACHING								
Learning Outcome		<p>The person who is competent in this CU shall be able to promote bleached hair colour using chemical products to the clients. Its work to provide client's hair bleaching for appearance grooming value in compliance to hairdressing standard practice. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify client's needs • Analyze client's hair & scalp condition • Prepare hair bleaching tools, equipment and materials • Carry out hair bleaching 								
Competency Unit Code		HT-XXX-04	Competency Type	Core	Level	3	Training Duration	100	Credit Value	10
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria				
1. Identify client's hair bleaching needs.	1.1 Meet & greet client protocol 1.2 Salon services reception procedures 1.3 Client's personal particulars information <ul style="list-style-type: none"> • Age; • Gender; • Racial Background; • Address & contact no; • Profession 			7	Lecture	1.1 Salon client's welcomed 1.2 Client's hair bleaching needs determined 1.3 Client profile determined 1.4 Bleaching benefits explained 1.5 Hair science explained				

	<p>1.4 Hair condition for hair bleaching</p> <ul style="list-style-type: none"> • Porosity • Thickness • Textures • Length • Elascity <p>1.5 Hair bleaching reasons</p> <ul style="list-style-type: none"> • To enhance the hair style • To have lighter colour hair • To correct a previous chemical colour procedures <p>1.6 Hair bleaching procedures</p>					
		<p>1.1 Meet & greet client</p> <p>1.2 Carry out salon services reception</p> <p>1.3 Recommend client's treatment procedures</p> <p>1.4 Determine types of bleaching roles</p>		15	<p>Demonstration & Observation</p>	

		<p>1.5 Retrieve client's personal particulars</p> <p>1.6 Determine client's hair bleaching</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Meticulous in acquiring concept and theory of hair bleaching - Accuracy of acquiring Science of the hair - Precise in identifying hair bleaching indication and contraindication. - Skillful polite and courteous in client handling. - Accuracy in selecting products. 			
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2. Analyze hair and scalp condition	<p>2.1 Understanding of client's hair & scalp condition for hair bleaching</p> <ul style="list-style-type: none"> • Porosity • Thickness • Amount • Length • Elasticity <p>2.2 Hair & scalp condition for hair bleaching</p> <ul style="list-style-type: none"> • Cut & abrasion • Oily • dandruff <p>2.3 Product's attribute and manufacturing instructions</p> <p>2.4 Product's contraindications range</p> <p>2.5 Hair bleaching methods</p>			8	Lecture	<p>2.1 Hair & scalp condition determined</p> <p>2.2 Hair bleaching procedure determined</p> <p>2,3 Hair texture determined</p> <p>2.4 Treatment procedures ascertained</p> <p>2.5 Product's contra indication explained</p> <p>2.6 Hair bleaching precuts determined</p>
		<p>2.1 Determine client's hair condition</p> <p>2.2 Determine client's scalp condition</p> <p>2.3 Hair bleaching procedures</p> <p>2.4 Determine bleaching</p>		15	Demonstration & Observation	

		products availability 2.5 Explain contra indication	<u>Attitude:</u> - Creative and innovative in work area. - Calm in handling situation. <u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive.			
3 Prepare hair bleaching tools, equipment and materials	3.1 Hair bleaching tools, equipment and materials functionality and application 3.2 Client's bleaching preparation 3.3 Services safety & hygiene compliance			5	Lecture	3.1 Bleaching tools, equipment & materials selected 3.2 Hair bleaching tools, equipment and materials functionality

		<p>3.1 Arrange hair bleaching tools, equipment and materials</p> <p>3.2 Set-up hair bleaching tools, equipment and materials</p> <p>3.3 Prepare client hair bleaching workplace</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 	10	Demonstration & Observation	<p>checked</p> <p>3.3 Client's seat and workplace prepared</p>
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<p>4. Carry out hair bleaching</p>	<p>4.1 Protective clothing suitability 4.2 Hair preparation before bleaching 4.3 Bleaching methods</p> <ul style="list-style-type: none"> • Cap • Foils • Blocking • Streaks • Painting • Whole head <p>4.4 Hair bleaching procedure and sequence</p> <ul style="list-style-type: none"> • Measure product • Mix bleaches • Hair bleach application • Development time • Results check <p>4.5 Rinsing technique 4.6 Post bleaching treatment 4.7 Styling requirements 4.8 Salon housekeeping SOP</p>			<p>40</p>	<p>Lecture</p>	<p>4.1 Client's protection cloth prepared 4.2 Client hair readied 4.3 Hair for bleaching sectioned 4.4 Hair bleaching applied 4.5 Hair bleaching result confirmed 4.6 Hair shampooed and conditioned 4.7 Hair rinsed 4.8 Hair towel dried 4.9 Hair styled 4.10 Salon housekeeping</p>
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		<p>4.1 Prepare hair bleaching protective clothing</p> <p>4.2 Prepare client hair</p> <p>4.3 Apply hair sectioning</p> <p>4.4 Mix bleaching products</p> <p>4.5 Apply bleaching procedures</p> <p>4.6 Confirm development time</p> <p>4.7 Apply rinsing technique</p> <p>4.10 Apply post bleaching procedures</p> <p>4.11 Apply hair styling technique</p> <p>4.12 Carry out hair bleaching housekeeping</p>		80	Demonstration & Observation	applied
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			<p><u>Attitude:</u></p> <ul style="list-style-type: none">- Honest and not bias- Ethical in performing procedures.- Accuracy in application- Good client communication <p><u>Safety:</u></p> <ul style="list-style-type: none">- Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none">- Good ventilation and conducive.			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information 01.11 Apply thinking skills and creativity 02.11 Convey information and ideas to people 03.10 Provide consultation and counseling 03.15 Liaise to achieve identified outcomes 03.16 Identify and assess client / customer needs	1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritizing 7. Self-discipline 8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Towels	1. As per required
2. Protection clothing	2. 1:1
3. Bleaching products	3. As per required
4. Applicator brushes	4. As per required
5. Mixing bowls	5. 1:1
6. Alu-foil	6. 1:1
7. Combs/Brushes	7. 1:1
8. Hand dryers	8. 1:1
9. Heat generating machine	9. 1:10
10. Styling products	10. As per required

Reference

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2. Total Media Group; February 1, 2008, HAIR, 2008 edition, ISBN-10: 142339340, ISBN-13: 978-1424339341
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CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE								
Job Area		HAIRDRESSING								
Competency Unit Title		HAIR STRAIGHTENING								
Learning Outcome		<p>The person who is competent in this CU shall be able to promote permanent straight hair using chemical products. Its work to provide client's hair straightening for appearance grooming value complying to hairdressing standard practice of clients. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify client hair needs • Analyze hair & scalp condition • Prepare hair straightening tools, equipment & materials • Carry out hair straightening • Provide client's post hair treatment advice 								
Competency Unit Code		HT-XXX-05	Competency Type	Core	Level	3	Training Duration	210	Credit Value	21
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment		Training Hours	Delivery Mode	Assessment Criteria			
1. Identify client's hair straightening needs.	1.1 Meet & greet client protocol 1.2 Salon services reception procedures 1.3 Client's treatment package 1.4 Client's hair treatment services outcome 1.5 Client's treatment results 1.6 Types of straightening roles				5	Lecture	1.1 Salon client's welcomed 1.2 Client's hair straightening needs identified determined 1.3 Client profile determined 1.4 Client hair straightening selected 1.5 Hair straightening products and			

	<p>1.7 Client's personal particulars information</p> <p>1.8 Client's straightening products & procedures requirements</p> <p>1.9 Hair straightening resources features</p>					procedures selected
		<p>1.1 Meet & greet client</p> <p>1.2 Carry out salon service reception</p> <p>1.3 Determine client's treatment plan</p> <p>1.4 Carry out client's hair treatment services roles</p> <p>1.5 Recommend client's treatment procedures</p> <p>1.6 Determine types of straightening plan</p> <p>1.7 Retrieve client's personal particulars</p> <p>1.8 Determine client's hair straightening</p>		10	Demonstration & Observation	

		<p>selection.</p> <p>1.9 Determine client's straightening products & procedures</p> <p>1.10 Carry out hair straightening resources determination</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Meticulous in acquiring concept and theory of hair straightening - Accuracy of acquiring Basic hair Science - Precise in identifying hair straightening indication and contraindication - - Skillful polite and courteous in client handling. - Accuracy in selecting medium. 			
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2. Analyze hair and scalp condition	2.1 Hair & scalp condition for hair straightening 2.2 Hair straightening methods <ul style="list-style-type: none"> • Rebonding • Plastic boards • Combing 2.3 Products contra indication range			10	Lecture	2.1 Hair & scalp condition determined 2.2 Hair straightening procedure determined 2.3 Hair straightening product's attributes determined 2.4 Products contra indication determined
		2.1 Determine client's hair condition 2.2 Determine client's scalp condition 2.3 Determine hair straightening procedures 2.4 Determine client's hair straightening products 2.5 Explain contra indication		20	Demonstration & Observation	

			<u>Attitude:</u> - Creative and innovative in work area. - Calm in handling situation. <u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive.			
3. Prepare hair straightening tools, equipment and materials	3.1 Hair straightening tools, equipment and materials preparation procedures 3.2 Hair straightening client's setting 3.3 Hair straightening treatment safety & hygiene preparation			5	Lecture	3.1 Straightening tools, equipment & materials selected 3.2 Hair straightening tools, equipment and materials setup 3.3 Client's workplace setup
		3.1 Select hair straightening products 3.2 Select		10	Demonstration & Observation	3.4 Safety and hygiene adhered to

		<p>materials of hair straightening</p> <p>3.3 Setup hair straightening workplace</p> <p>3.4 Adhere to safety and hygiene</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
4. Carry out hair straightening	<p>4.1 Hair straightening protective clothing</p> <p>4.2 Pre-treatment preparation procedures</p> <p>4.3 Sectioning technique</p> <p>4.4 Products for hair straightening</p> <p>4.5 Hair straightening</p>			40	Lecture	<p>4.1 Client protective clothing arranged</p> <p>4.2 Client hair prepared</p> <p>4.3 Client's hair sectioning applied</p> <p>4.4 Straightening technique</p>

	<p>performance controlling procedures</p> <p>4.6 Hair straightening drying procedures</p> <p>4.7 Hair straightening neutralise application procedures</p> <p>4.8 Hair straightening neutraliser rinse off procedures</p> <p>4.9 Hair straightening post treatment requirements</p> <p>4.10 Hair straightening drying and styling procedures</p> <p>4.11 Post treatments products and applications</p> <p>4.12 Salon housekeeping SOP</p> <p>4.13 Salon documentation system</p>					<p>applied</p> <p>4.5 Straightening product applied</p> <p>4.6 Straightening performance results confirmed</p> <p>4.7 Straightening product rinsed off</p> <p>4.8 Hair towel dried</p> <p>4.9 Neutraliser applied</p> <p>4.10 Neutraliser rinsed off</p> <p>4.11 Conditioner applied & rinsed</p> <p>4.12 Hair towel-dried</p> <p>4.13 Client hair style</p> <p>4.14 Post straightening care and products advised</p>
		<p>4.1 Arrange client protective clothing</p> <p>4.2 Apply client hair pre-treatment</p> <p>4.3 Section client</p>		80	Demonstration & Observation	<p>4.15 Salon housekeeping applied</p> <p>4.16 Client hair straightening result record</p>

		hair 4.4 Determine hair straightening method 4.5 Apply hair straightening products 4.6 Determine hair straightening performance results 4.7 Rinse off hair straightening products 4.8 Towel dry client's hair 4.9 Apply hair straightening neutralizer 4.10 Check hair straightening results 4.11 Rinse off excess hair straightening neutralizer 4.12 Apply hair straightening conditioners 4.13 Style hair 4.14 Suggest post hair straightening products use 4.15 Suggest client's hair				
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		straightening maintenance 4.16 Carry out hair straightening housekeeping 4.17 Record clients hair straightening results	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in performing procedures. - Accuracy in performance procedures. - Good cliental communication <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
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5 Provide client's post treatment advice	5.1 Post hair straightening products' procedures 5.2 Client home hair straightening maintenance procedures 5.3 Salon documentation system			10	Lecture	5.1 Types of post-hair straightening products suggested 5.2 Client home hair treatment suggested 5.1 Post treatment suggestion recorded
		5.1 Suggest post-treatment maintenance products 5.2 Suggest client home maintenance procedures	<u>Attitude:</u> - Honest and not bias - Ethical in performing procedures. - Accuracy in performing procedures	20	Demonstration	

			<ul style="list-style-type: none"> - Good client communication <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information	1. Communication skills
01.11 Apply thinking skills and creativity	2. Conceptual skills
02.11 Convey information and ideas to people	3. Interpersonal skills
03.10 Provide consultation and counseling	4. Learning skills
03.15 Liaise to achieve identified outcomes	5. Leadership skills
03.16 Identify and assess client / customer needs	6. Multitasking and prioritizing
	7. Self-discipline
	8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Towels	As per required
2. Protection clothing	1:1
3. Straightening products	As per required
4. Styling products	As per required
5. Conditioner/Shampoo	1:5
6. Flat iron	As per required
7. Combs/Brushes	1;1
8. Hair dryers	1'1
9. Heat generating machine	1:10
10. Back mirrors	1:10
11. Barmier cream	As per required

Reference

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CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE								
Job Area		HAIRDRESSING								
Competency Unit Title		HAIR SALON ADMINISTRATION								
Learning Outcome		<p>The person who is competent in this CU shall be able to maintain hair salon activities. Its work to administer hair salon administration for salon operation value complying to hairdressing standards. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Carry out client's services handling • Monitor salon safety • Supervise salon subordinate • Monitor salon business activities 								
Competency Unit Code		HT-XXX-06	Competency Type	Core	Level	3	Training Duration	120	Credit Value	12
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria				
1. Carry out client's services handling	1.1 Types of hair services related to salon centre sales & marketing policy 1.2 Salon service sales promotion strategies 1.3 Client's buying behavior in salon service 1.4 Salon manpower placement strategies 1.5 Client's salon service engagement charges			10	Lecture	1.1 Client's salon service confirmed 1.2 Client's record maintained 1.3 Client's complaints attended to 1.4 Salon services promotion strategies followed 1.5 Clients buying behavior identified 1.6 Manpower placement				

	<p>1.6 System documentation of salon centre operation</p> <p>1.7 Salon centre cosmetology policy</p> <p>1.8 Client's records</p> <p>1.9 Client's feedback handling procedures</p>					<p>strategy included</p> <p>1.7 Salon services chargers followed</p> <p>1.8 Cosmetology code of practice followed</p>
		<p>1.1 Determine types of hair services</p> <p>1.2 Follow salon service sales promotion strategies</p> <p>1.3 Identify client's buying behavior</p> <p>1.4 Strategize salon manpower placement</p> <p>1.5 Follow client's salon service engagement charges</p> <p>1.6 Apply salon centre operation documentation system procedures</p> <p>1.7 Follow salon centre cosmetology</p>		20	<p>Demonstration & Observation</p>	

		regulatory & statutory requirements 1.8 Manage client dissatisfaction remarks 1.9 Retrieve client records 1.10 Document client service	<u>Attitude:</u> - Meticulous in acquiring concept and theory of client service handling - Accuracy in acquiring behavior patterns. - Precise in identifying client's feedback . - Skillful polite and courteous in client service handling - Accuracy in selecting medium.			
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2. Monitor salon safety	<p>2.1 Salon centre safety & hygiene compliances</p> <p>2.2 Cosmetology code of practice</p> <p>2.3 OSHA requirements</p> <p>2.4 Salon centre tools, equipment and materials safety and functionality</p> <p>2.5 Salon operation standard centre procedures</p>		<p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 	10	Lecture	<p>2.1 Salon safety and hygiene ascertained</p> <p>2.2 Salon tools, equipment and materials checked</p> <p>2.3 Salon housekeeping confirmed</p> <p>2.4 Salon housekeeping applied</p> <p>2.5 OSHA requirements compiled</p>
		<p>2.1 Check salon centre safety & hygiene compliances</p> <p>2.2 Attend client safety & hygiene complaints</p> <p>2.3 Determine cosmetology code of practice</p> <p>2.4 Adhere OSHA requirements</p> <p>2.5 Maintain salon centre tools, equipment and materials safety</p>			20	Demonstration & Observation

		and functionality 2.6 Follow salon centre standard operation procedures	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Proactive in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
3. Supervise salon subordinate	<p>3.1 In-salon job scope and staff performance</p> <p>3.2 Subordinate coaching requirements</p> <p>3.3 Salon operation controlling procedures</p> <p>3.4 Subordinate work</p>			10	Lecture	<p>3.1 Subordinate work activities ascertained</p> <p>3.2 Work activities monitored</p> <p>3.3 In-house training coached</p> <p>3.4 Subordinate work appraisal</p>

	<p>consent handling</p> <p>3.5 Subordinate performance facilitation</p> <p>3.6 Subordinate salon scope performance policy</p>					<p>executed</p> <p>3.5 Subordinated welfare and benefits observed</p>
		<p>3.1 Monitor subordinate salon centre activities</p> <p>3.2 Coach subordinate salon service</p> <p>3.3 Check salon operation</p> <p>3.4 Administer subordinate work consent</p> <p>3.5 Facilitate subordinate performance appraisal</p> <p>3.6 Administer subordinate welfare and benefits</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in 	20	Demonstration & Observation	

			<p>handling situation.</p> <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
4. Monitor salon activities	<p>4.1 Salon business goal</p> <p>4.2 Salon products selling strategy</p> <p>4.3 Salon centre business projection</p> <p>4.4 Salon centre functional procedures</p> <p>4.5 Salon operation cash flow control</p> <p>4.6 Salon centre business policy</p>			10	Lecture	<p>4.1 Salon service and retailing promoted</p> <p>4.2 Business operation report prepared</p> <p>4.3 Stock inventory controlled</p> <p>4.4 Salon financial control followed</p>

		<p>4.1 Promote salon service and retailing</p> <p>4.2 Carry out salon products selling and marketing</p> <p>4.3 Follow salon centre business projection</p> <p>4.4 Review salon centre functional procedures</p> <p>4.5 Adhere salon operation financial control</p> <p>4.6 Carry out salon centre business administrative function</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in performing procedures. - Accuracy in preparing - Good client communication 	20	Demonstration & Observation	
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			<u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive.			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information	1. Communication skills
01.11 Apply thinking skills and creativity	2. Conceptual skills
02.09 Prepare flowcharts	3. Interpersonal skills
02.10 Prepare reports and instructions	4. Learning skills
02.11 Convey information and ideas to people	5. Leadership skills
03.09 Manage and improve performance of individuals	6. Multitasking and prioritizing
03.10 Provide consultation and counseling	7. Self-discipline
03.15 Liaise to achieve identified outcomes	8. Teamwork
03.16 Identify and assess client / customer needs	
04.06 Allocate work	
05.01 Implement project / work plans	
05.02 Inspect and monitor work done and / or in progress	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Salon SOP	As per required
2. Feedback forms	As per required
3. OSHA manual	As per required
4. Training manual	As per required
5. Salon sales & marketing filing system	As per required
6. Accounting guideline	As per required
7. Staff appraisal forms	As per required
8. Tools & equipment checklist	As per required
9. Staff hygiene & safety policy	As per required

Reference

REFERENCES
1. Milady; May 24, 2011, Cosmetology Standard, 1 edition ISBN-10: 1439059217, ISBN-13: 978-1439059210
2. Firefly Books; March 1, 2002, The complete book of hairdressing, Reprint edition ISBN-10: 1552975762, ISBN-13: 978-1552975763

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE								
Job Area		HAIRDRESSING								
Competency Unit Title		IN-SALON SERVICES PROMOTION								
Learning Outcome		<p>The person who is competent in this CU shall be able to promote hair services to enhance appearance with the appropriate hair treatment to the client. Its work to provide client's hair service promotion for appearance grooming value complying to salon operation standards. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Scrutinize hair service needs • Access promotional activities • Prepare promotional materials • Carry out sales promotions • Carry out sales promotions evaluation • Carry out sales promotions documentation 								
Competency Unit Code		HT-XXX-01	Competency Type	Elective	Level	3	Training Duration	210	Credit Value	21
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment		Training Hours	Delivery Mode	Assessment Criteria			
1. Scrutinize hair service needs.	1.1 Types of hair services related to salon centre sales & marketing policy 1.2 Salon service sales promotion strategies 1.3 Client buying behavior 1.4 Salon centre standard operating procedures				15	Lecture	1.1 Types of hair services determined 1.2 Sales promotional strategy determined 1.3 Clients buying behavior determined 1.4 Salon SOP			

		<p>1.1 Determine types of hair service</p> <p>1.2 Determine salon service sales promotion strategy</p> <p>1.3 Assess client's buying behavior</p> <p>1.4 Follow salon centre standard operating procedures</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Meticulous in acquiring concept of services and preparation . - Accuracy of acquiring in identifying behavior of the client. - Precise in identifying promotional strategy - Skillful polite and courteous in client handling. - Accuracy in selecting products. 	30	Demonstration & Observation	followed
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2. Access promotional activities	2.1 Types of promotional activities 2.2 Promotional activities support <ul style="list-style-type: none"> • Funding • Materials • Manpower 2.3 Promotional materials sourcing procedures 2.4 Salon service resources 2.5 Promotional activities procedures		<u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive.	15	Lecture	2.1 Type of promotional activities determined 2.2 Promotion activities support determined 2.3 Promotional lead time determined 2.4 Promotional activities procedures followed
		2.1 Determine salon sales target segment 2.2 Acquire promotional activities support 2.3 Source promotional materials 2.4 Utilize salon service resources 2.5 Follow promotional activities procedures		30	Demonstration & Observation	

			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
3	Prepare promotional materials	<p>3.1 Promotion target audience</p> <p>3.2 Quantity and quality of promotional materials</p> <ul style="list-style-type: none"> • Brochures • Souvenir • Demonstration items <p>3.3 Promotional package roles</p> <p>3.4 Promotional materials production procedures</p>		15	Lecture	<p>3.1 Promotional package obtained</p> <p>3.2 Promotional materials set ready</p> <p>3.3 Promotion target audience identified</p>

		<p>3.1 Determine promotion target audience</p> <p>3.2 Determine quantity and quality of promotional materials</p> <ul style="list-style-type: none"> • Brochures • Souvenir • Demonstration items <p>3.3 Disseminate promotional items</p> <p>3.4 Produce promotional materials</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 	30	Demonstration & Observation	
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4. Carry out sales promotions	4.1 Hair service introduction technique 4.2 Promotional mix <ul style="list-style-type: none"> • Presentation aids • Manpower • Resources dissemination procedures • Funding 4.3 Salon team communication skills 4.4 Promotional support 4.5 Events handling procedures			10	Lecture	4.1 Hair services introduction recommended 4.2 Communication technique applied 4.3 Contingency measures arranged 4.4 Events procedures handled 4.5 Promotional needs identified
		4.1 Conduct hair service introduction 4.2 Apply promotional mix 4.3 Apply communication technique 4.4 Determine contingency measures 4.5 Follow events handling procedures		30	Demonstration & Observation	

			<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in performing procedures. - Accuracy in communicating - Good client communication <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
5. Carry out sales promotions evaluation	5.1 Hair services promotional policy and objectives 5.2 Sales & marketing plan 5.3 Feedback compilation method 5.4 Evaluation procedures Meeting Interview Sales turn-over 5.5 Salon operational			5	Lecture	5.1 Sales promotion objective compiled 5.2 Client response ascertained 5.3 Activities in sales reviewed 5.4 Sales promotion interview

	standard procedures					<p>5.5 Sales promotion feedback reviewed</p> <p>5.6 Sales & marketing policy compliance ascertained</p> <p>5.7 Salon SOP followed</p>
		<p>5.1 Assess hair service promotional performance</p> <p>5.2 Pre-view sales & marketing activities</p> <p>5.3 Gather promotional feedback</p> <p>5.4 Conduct post promotional evaluation</p> <p>5.5 Adhere salon operational standard procedures</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in performing procedures. - Accuracy in evaluation 	10	Demonstration & Observation	

			<u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive. -			
6. Carry out sales promotions documentation	6.1 Promotional activities documentation system 6.2 Post promotional reporting procedures 6.3 Filing system			5	Lecture	6.1 promotional feedback compiled 6.2 Post promotion report prepared 6.3 Documents filed
		6.1 File promotional documents 6.2 Prepare report 6.3 Apply documentation resources	<u>Attitude:</u> - Patient in report compilation - Accuracy in documentation	10	Demonstration & Observation	

			<u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive.			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information	1. Communication skills
01.11 Apply thinking skills and creativity	2. Conceptual skills
02.11 Convey information and ideas to people	3. Interpersonal skills
03.15 Liaise to achieve identified outcomes	4. Learning skills
03.16 Identify and assess client / customer needs	5. Leadership skills
05.01 Implement project / work plans	6. Multitasking and prioritizing
05.02 Inspect and monitor work done and / or in progress	7. Self-discipline
	8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Salon sales and marketing policy	As per required
2. Promotional materials	As per required
3. Feedback forms	As per required
4. Sales promotion evaluation forms	As per required
5. Salon SOP	As per required

Reference

REFERENCES
1. Milady; May 24, 2011, Cosmetology Standard, 1 edition ISBN-10: 1439059217, ISBN-13: 978-1439059210
2. Firefly Books; March 1, 2002, The complete book of hairdressing, Reprint edition ISBN-10: 1552975762, ISBN-13: 978-1552975763

CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE								
Job Area		HAIRDRESSING								
Competency Unit Title		FACIAL HAIR DESIGN TREATMENT								
Learning Outcome		<p>The person who is competent in this CU shall be able to provide facial hair design cutting for the clients. Its work to provide client's facial hair design cutting for appearance grooming value complying to hair dressing standard practice. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Identify client needs and facial hair design requirement • Analyze client's facial hair and skin condition • Prepare facial hair cutting tools, equipment & materials • Carry out facial hair design cutting • Carry out facial care treatment • Carry out facial hair design treatment documentation 								
Competency Unit Code		HT-XXX-E02	Competency Type	Elective	Level	3	Training Duration	210	Credit Value	21
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment		Training Hours	Delivery Mode	Assessment Criteria			
1. Identify client needs and hair design requirement.	1.1 Meet & greet client protocol 1.2 Salon service reception procedures 1.3 Client particulars:- <ul style="list-style-type: none"> • Age • Gender 1.4 Client's facial hair design cutting objectives 1.5 Design theme <ul style="list-style-type: none"> • beard • moustache 				8	Lecture	1.1 Salon client's welcomed 1.2 Client profile determined 1.3 Client needs determined 1.4 Client's facial hair design cutting need determined 1.5 Facial hair cutting products and procedures			

	<ul style="list-style-type: none"> • eyebrow • sideburns I <p>1.6 Client's treatment outlook</p> <ul style="list-style-type: none"> • mutton chops sideburns • tapered beardline • full beard outline • moustache only • eyebrow shape <p>1.7 Client's personal particulars information</p> <p>1.8 Client's hair facial hair design cutting charges.</p> <p>1.9 Client's facial hair design cutting products & procedures</p>					identified
		<p>1.1 Meet & greet client</p> <p>1.2 Carry out salon service reception</p> <p>1.3 Determine client's facial hair design cutting needs</p> <p>1.4 Determine design theme</p> <p>1.5 Determine client's treatment</p>		15	Demonstration & Observation	

		<p>outlook</p> <p>1.6 Determine client's personal particulars profile</p> <p>1.7 Determine client's hair facial hair design cutting patterns</p> <p>1.1 Follow client's facial hair design cutting products & procedures</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Meticulous in acquiring concept and theory of facial hair design - Accuracy of acquiring Basic Hair Science of the client. - Precise in identifying facial hair design. - Skillful polite and courteous in client handling. <p>Accuracy in selecting tools, equipment and materials.</p>			
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<p>2. Analyze client's facial hair and skin condition</p>	<p>2.1 Facial hair design style</p> <ul style="list-style-type: none"> • head & face shape • facial hair growth pattern • hair style • adverse skin condition • facial hair density • skin elasticity • facial piercing • facial contour <p>2.2 Facial hair design cutting procedures</p> <p>2.3 Facial hair trimming/cutting technique</p> <ul style="list-style-type: none"> • prepare client's facial hair prior to service • confirm client's agreed look • safety & hygiene work procedures <p>2.4 Facial hair & skin contra indication</p>		<p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 	<p>7</p>	<p>Lecture</p>	<p>2.1 Facial hair design condition determined</p> <p>2.2 Facial hair trimming/cutting procedure determined</p> <p>2.3 Facial hair design selected</p> <p>2.4 Contraindication identified</p>
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		<p>2.1 Analyze facial hair & skin</p> <p>2.2 Assess facial hair design outlook</p> <p>2.3 Determine facial hair design cutting procedures</p> <p>2.4 Determine facial hair trimming/cutting technique</p> <p>2.5 Identify contra indication</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 	15	Demonstration & Observation	
3	Prepare facial hair cutting tools, equipment & materials	<p>3.1 Trimming/cutting tools, equipment and materials</p> <ul style="list-style-type: none"> • Hair Cutting scissor 		5	Lecture	<p>3.1 Trimming tools selected</p> <p>3.2 Facial hair design cutting workplace prepared</p>

	<ul style="list-style-type: none"> • Thinning scissor • Wide toothed comb • razor • Hair clip • Cutting cape • Shaver/clippers • Protective cloth <p>3.2 Trimming/cutting tools, equipment and materials setting arrangement</p> <p>3.3 Workplace safety and hygiene</p> <ul style="list-style-type: none"> • client's preparation • trimmer preparation • work environment <p>3.4 Client's preparation procedures</p> <ul style="list-style-type: none"> • facial hair trimming service • advice client's treatment according to objectives • desired trimming & agreed look • hair & scalp contra indication • cutting recommendation 				<p>3.3 Facial hair design cutting service prepared</p> <p>3.4 Safety & hygiene adhered</p>
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		<p>3.1 Check trimming/cutting tools, equipment and materials functionality</p> <p>3.2 Set up trimming/cutting tools, equipment and materials seating arrangement</p> <p>3.3 Set up workplace safety and hygiene</p> <p>3.4 Prepare client's safety and hygiene setup</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 	10	Demonstration & Observation	
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<p>4. Carry out facial hair design cutting</p>	<p>4.1 Facial hair cutting technique</p> <ul style="list-style-type: none"> • cut beards & moustaches according to client's facial shape • even, symmetrical & balanced in relation to client's facial contour • cut facial hair using freehand, scissors over comb, clipper with attachment & clipper over comb • remove unwanted face and neck hair • visual check to ensure finished cut accurate <p>4.2 Facial hair design cutting process monitoring</p> <p>4.3 Facial hair design cutting procedures</p> <p>4.4 Post facial hair cutting procedures</p>			<p>30</p>	<p>Lecture</p>	<p>4.1 Facial hair cutting technique applied</p> <p>4.2 Facial hair design cutting results confirmed</p> <p>4.3 Face cleansing applied</p> <p>4.4 Post cutting procedure applied</p>
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		<p>4.1 Apply facial hair cutting technique</p> <p>4.2 Assess facial hair design cutting process</p> <p>4.3 Adhere to facial hair design cutting procedures</p> <p>4.4 Apply post facial hair cutting cleansing</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in perform procedures. - Accuracy in reflex point. - Good cliental communication <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. 	60	Demonstration & Observation	
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5. Carry out facial care treatment	<p>5.1 Facial health care maintenance procedures</p> <ul style="list-style-type: none"> • Hot-towel treatment • Massage therapy • Cleansing & exfoliation • Moisturizing & conditioning • Ear treatment <p>5.2 Facial care treatment process</p> <p>5.3 Facial care treatment results/outlook</p> <p>5.4 Evaluation technique</p> <p>5.5 Salon housekeeping SOP</p>		<p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 	18	Lecture	<p>5.1 Facial health care treatment determined</p> <p>5.2 Facial care treatment executed</p> <p>5.3 Hot towel treatment applied</p> <p>5.4 Massage therapy applied</p> <p>5.5 Cleansing applied</p> <p>5.6 Moisturising applied</p> <p>5.7 Ear treatment applied</p> <p>5.8 Facial care treatment results Confirmed</p> <p>5.9 Finished look confirmed</p>
		<p>5.1 Determine facial health care treatment</p> <p>5.2 Follow facial care treatment procedures</p> <p>5.3 Determine facial care treatment results/outlook</p>			35	Demonstration & Observation

		<p>5.4 Confirm treatment results</p> <p>5.5 Present finished look</p> <p>5.6 Carry out facial hair cutting housekeeping</p>	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Honest and not bias - Ethical in performing procedures. - Accuracy in care point. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
6. Carry out facial hair design treatment documentation	<p>6.1 Facial hair design cutting performance</p> <p>6.2 Facial hair design cutting home care advice</p> <p>6.3 Home care products application</p>			2	Lecture	<p>6.1 Client's service profile updated</p> <p>6.2 Client's facial hair design homecare advice disseminated</p>

	6.4 Salon documentation system					6.3 Homecare products recommended 6.4 Client's post treatment commentary explained 6.5 Clients treatment profile stored
		6.1 Record client's facial hair design cutting performance 6.2 Provide client's facial hair design cutting home care advice 6.3 Suggest home care products application 6.4 File client's treatment profile	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Patience when providing advice - Good client communicate <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. 	5	Demonstration & Observation	

			<u>Environment:</u> - Good ventilation and conducive.			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information	1. Communication skills
01.11 Apply thinking skills and creativity	2. Conceptual skills
02.11 Convey information and ideas to people	3. Interpersonal skills
03.15 Liaise to achieve identified outcomes	4. Learning skills
03.16 Identify and assess client / customer needs	5. Leadership skills
05.01 Implement project / work plans	6. Multitasking and prioritizing
05.02 Inspect and monitor work done and / or in progress	7. Self-discipline
	8. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Towels	As per required
2. Protection clothing	1:1
3. Scissors	1:1
4. Shaver/razors	1:1
5. Clippers/trimmers	1:1
6. Face cloth	1:5
7. Cleansers/moisture	1:1
8. Ear treatment products	As per required
9. Exfoliation products	As per required
10. After shave products	As per required

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3. Top That Publishing Plc , July 31, 2000, Hair Design, ISBN10: 190973380, ISBN-13: 1902973388
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CURRICULUM OF COMPETENCY UNIT (CoCU)

Sub Sector		PERSONAL SERVICE								
Job Area		HAIRDRESSING								
Competency Unit Title		FANTASY DESIGN HAIR STYLING								
Learning Outcome		<p>The person who is competent in this CU shall be able to provide fantasy hair styling. Its work to provide client's fantasy hair styling for grooming value complying to hair dressing standard practice. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Carry out theme hair designing • Carry out hair accessories designing • Prepare fantasy hair styling materials • Carry out fantasy hair styling 								
Competency Unit Code		HT-XXX-03	Competency Type	Elective	Level	3	Training Duration	210	Credit Value	21
Work Activities	Related Knowledge	Related Skills	Attitude/Safety/Environment	Training Hours	Delivery Mode	Assessment Criteria				
1. Carry out theme hair designing	1.1 Meet & greet client protocol 1.2 Salon services reception procedures 1.3 Clients particulars 1.4 Client's fantasy hair styling objectives 1.5 Design theme <ul style="list-style-type: none"> •Historical •Futuristic •Natural 1.6 Fantasy hair design theme			10	Lecture	1.1 Salon client's welcomed 1.2 Client needs determined 1.3 Hair and scalp condition Determined 1.4 Client profile determined 1.5 Theme hair design Ascertained 1.6 Theme hair designing procedure followed				

	<p>procedures</p> <p>1.7 Fantasy theme resources preparation in design support</p> <p>1.8 Fantasy hair design procedures</p>					<p>1.7 Theme hair designing support arranged</p> <p>1.8 Theme hair designed</p>
		<p>1.1 Meet & greet client</p> <p>1.2 Carry out salon services reception</p> <p>1.3 Determine client's fantasy hair design needs</p> <p>1.4 Client profile determined</p> <p>1.5 Select fantasy hair design theme</p> <p>1.6 Determine fantasy hair design procedures</p> <p>1.7 Carry out theme fantasy hair design</p> <p>1.8 Design theme hair</p>		20	Demonstration & Observation	

			<p><u>Attitude:</u></p> <ul style="list-style-type: none">- Meticulous in acquiring concept and theory of fantasy hair- Accuracy in acquiring Basic science of client.- Precise in designing desires- Skillful polite and courteous in client handling.- Accuracy in selecting tools, equipment and materials. <p><u>Safety:</u></p> <ul style="list-style-type: none">- Adhere safety and hygiene procedures.			
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			<u>Environment:</u> - Good ventilation and conducive.			
2. Carry out hair accessories designing	2.1 Accessories suitable for fantasy 2.2 Source of accessories designing resources 2.3 Accessories styling production procedures			10	Lecture	2.1 Type of hair accessories determined 2.2 Hair accessories designing resources arranged 2.3 Hair accessories design produced
		2.1 Determine types of fantasy hair accessories 2.2 Arrange fantasy hair style accessories resources 2.3 Produce accessories	<u>Attitude:</u> - Creative and innovative in work area. - Calm in handling situation.	20	Demonstration & Observation	

			<p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
3	Prepare fantasy hair styling materials	<p>3.1 Fantasy hair styling materials arrangements</p> <ul style="list-style-type: none"> • wigs • hairpieces • additions <p>3.2 Fantasy hair styling resources preparation procedures</p> <p>3.3 Materials production procedures</p>		20	Lecture	<p>3.1 Hair fantasy styling materials arranged</p> <p>3.2 Sources of materials determined</p> <p>3.3 Materials production procedure followed</p>
			<p>3.1 Set out fantasy hair styling materials</p> <p>3.2 Determine materials source</p>	40	Demonstration & Observation	

		3.3 Follow materials production procedures	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> - Creative and innovative in work area. - Calm in handling situation. <p><u>Safety:</u></p> <ul style="list-style-type: none"> - Adhere safety and hygiene procedures. <p><u>Environment:</u></p> <ul style="list-style-type: none"> - Good ventilation and conducive. 			
4. Carry out fantasy hair styling	<p>4.1 Fantasy theme hair design production</p> <p>4.2 Accessories placement in hair style</p> <p>4.3 Fantasy materials arrangement requirements in hair style</p> <p>4.4 Style presentation</p> <p>4.5 Salon housekeeping SOP</p>			30	Lecture	<p>4.1 Pre-hair style procedures determined</p> <p>4.2 Fantasy hair style produced</p> <p>4.3 Accessories arranged</p> <p>4.4 Fantasy materials arranged</p> <p>4.5 Finished style presented</p> <p>4.6 Salon housekeeping</p>

						applied
		4.1 Prepare hair for fantasy hair styling 4.2 Produce fantasy hair style 4.3 Arrange accessories in hair style 4.4 Arrange fantasy materials in hair style 4.5 Present finished style 4.6 Carry out fantasy hair styling housekeeping	<u>Attitude:</u> - Honest and not bias - Ethical in performing procedures. - Accuracy in arrangement - Good client communication	60	Demonstration & Observation	

			<u>Safety:</u> - Adhere safety and hygiene procedures. <u>Environment:</u> - Good ventilation and conducive.			
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Employability Skills

CORE ABILITIES	SOCIAL SKILLS
01.07 Utilize database applications to locate and process information	1. Communication skills
01.11 Apply thinking skills and creativity	2. Conceptual skills
02.09 Prepare flowcharts	3. Interpersonal skills
02.11 Convey information and ideas to people	4. Learning skills
03.15 Liaise to achieve identified outcomes	5. Leadership skills
03.16 Identify and assess client / customer needs	6. Multitasking and prioritizing
04.06 Allocate work	7. Self-discipline
05.01 Implement project / work plans	8. Teamwork
05.02 Inspect and monitor work done and / or in progress	

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : TRAINEES)
1. Towels	1:1
2. Protection clothing	1:1
3. Clips & pins	As per required
4. Combs & brushes	As per required
5. Hand dryers	1:1
6. Heated rollers	1:1
7. Hair support	As per required
8. Accessories & materials	As per required
9. Wigs	As per required

Reference

REFERENCES

1. Milady, 26 June 2001, Hair structure and Chemistry simplified, 4 edition ISBN-10: 156253629X, ISBN-13: 978-1562536299
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13. Milady; November 15, 2001, The World of Wigs, Weaves & Extensions, 1 edition ISBN-10: 1562538446, ISBN-13: 978-1562538446

Table 8: Training Hour Summary

SECTOR	: HOSPITALITY & TOURISM	
SUB SECTOR	: PERSONAL SERVICE	
JOB AREA	: HAIRDRESSING	
JOB LEVEL	: THREE (3)	
CU ID	Competency Unit	Training Hour
HT - 3:2012-C01	HAIR CUTTING	360
HT - 3:2012-C02	HAIR PERMING	270
HT - 3:2012-C03	HAIR COLOURING	300
HT - 3:2012-C04	HAIR BLEACHING	180
HT - 3:2012-C05	HAIR STRAIGHTENING	210
HT - 3:2012-C06	HAIR SALON ADMINISTRATION	120
Total Training Program Hours		1,440
HT - 3:2012-E01	IN-SALON SERVICE PROMOTION	210
HT - 3:2012-E02	FACIAL HAIR DESIGN TREATMENT	210
HT - 3:2012-E03	FANTASY HAIR STYLING	210