

**COURSE DESIGN**

<b>COURSE TITLE</b>	:	<b>BEAUTY CARE AND HAIR DRESSING</b>
<b>NOMINAL DURATION</b>	:	<b>1200 HOURS</b>
<b>QUALIFICATION LEVEL</b>	:	<b>NC II</b>
<b>COURSE DESCRIPTION</b>	:	This course is designed to enable the learner pursue a range of occupations associated with beauty care services and hairdressing programs, principle and practical in customer services by such as: hand and foot spa, body massage, body scrub, facial treatment, manicuring, pedicuring, and facial make-up. It also includes the principles of and practice in shampooing and blow drying, hair cutting, perming hair, hair coloring, scalp and hair treatment, and hair spa.

**ENTRY REQUIREMENTS:**

Students must have the following requirements:

- Passed all first year level subjects
- Physically, emotionally, psychologically, and mentally fit
- Good moral character

**COURSE STRUCTURE**

<b>Year Level</b>	<b>SECOND YEAR BEAUTY CARE</b>			
<b>GRADING PERIOD</b>	<b>Unit of Competency</b>	<b>Module Title</b>	<b>Learning Outcome</b>	<b>No. of Hours</b>
<b>FIRST</b>	1. Maintain a safe, clean, and efficient work environment	1.1. Maintaining a safe, clean, and efficient work environment	LO 1. Follow hygiene procedures	10
			LO 2. Identify and prevent hygiene risks	
			LO 3. Prepare and maintain the work area	
			LO 4. Check and maintain tools and equipment	
			LO 5. Check and maintain stocks	
			LO 6. Provide a relaxing and caring environment	
	2. Perform Pre and Post Beauty Care Services	2.1. Pre and Post Beauty Care Servicing	LO 1. Identify tools and equipment for manicuring, pedicuring, hand spa, and foot spa	90
			LO 2. Prepare the Client	
			LO 3. Store tools and equipment and dispose of waste properly	
			LO 4. Observe health, safety, and security in the workplace	
			Total	<b>100</b>
<b>SECOND</b>	3. Perform Manicure and Pedicure	3.1. Performing Manicure and Pedicure	LO 1. Prepare the Client	100
			LO 2. Clean the fingernails and toenails	
			LO 3. Apply nail polishes	
			LO 4. Perform final	

**Strengthened Technical-Vocational Education Program**

			touches	
Total				<b>100</b>
<b>THIRD</b>	4. Perform Hand Spa	4.1. Performing Hand Spa	LO 1. Prepare the client	100
			LO 2. Apply hand spa treatment	
			LO 3. Perform post hand spa activity	
Total				<b>100</b>
<b>FOURTH</b>	5. Perform Foot Spa	5.1. Performing Foot Spa	LO 1. Prepare the Patron Prior To Foot Spa	100
			LO 2. Perform foot spa correctly	
			LO 3. Perform final touches	
Total				<b>100</b>
<b>Year Level</b>	<b>THIRD YEAR BEAUTY CARE</b>			
<b>GRADING PERIOD</b>	<b>Unit of Competency</b>	<b>Module Title</b>	<b>Learning Outcome</b>	<b>No. of Hours</b>
<b>FIRST</b>	1. Perform Body Scrub	1.1. Performing Body Scrub	LO 1. Prepare the client	100
			LO 2. Scrub the body surface	
			LO 3. Perform checking and polish outcome	
Total				<b>100</b>
<b>SECOND</b>	2. Perform Body Massage	2.1. Performing Body Massage	LO 1. Prepare client prior to giving massage	100
			LO 2. Massage the body	
			LO 3. Provide post body massage treatment	
Total				<b>100</b>
<b>THIRD</b>	3. Perform Facial Treatment	3.1. Performing Facial Treatment	LO 1. Prepare the client	100
			LO 2. Perform facial cleansing	
			LO 3. Perform actual treatment of the face	
			LO 4. Perform post treatment	

**Strengthened Technical-Vocational Education Program**

			activity	
Total				<b>100</b>
<b>FOURTH</b>	4. Apply Facial Make-up	4.1. Applying Facial Make-up	LO 1. Prepare the client LO 2. Perform application of make-up LO 3. Perform post make-up activities	100
Total				<b>100</b>
<b>Year Level</b>	<b>FOURTH YEAR HAIR DRESSING</b>			
<b>GRADING PERIOD</b>	<b>Unit of Competency</b>	<b>Module Title</b>	<b>Learning Outcome</b>	<b>No. of Hours</b>
<b>FIRST</b>	1. Perform Pre and Post Hair Care Activities	1.1. Performing Pre and Post Hair Care Activities	LO 1. Perform draping	40
			LO 2. Perform shampooing of hair	
			LO 3. Perform blow drying techniques	
	2. Perform Hair Cut	2.1. Performing Hair Cutting for Women	LO 1. Assess the client's need	30
			LO 2. Perform hair cutting activities for women	
			LO 3. Perform polishing activities	
	3. Perform Hair Cut	3.1. Performing Hair Cutting for Men	LO 1. Prepare client	30
			LO 2. Perform men's haircut	
			LO 3. Perform finishing touches	
LO 4. Clean and sanitize, workplace, tools and equipment				
Total				<b>100</b>
<b>SECOND</b>	4. Perform Perm Hair	4.1. Performing Perming Hair	LO 1. Prepare client	100
			LO 2. Perform hair perming	
			LO 3. Apply final touches	

**Strengthened Technical-Vocational Education Program**

Total				<b>100</b>
<b>THIRD</b>	5. Perform Hair Color	5.1. Performing Hair Color	LO 1. Prepare client	100
			LO 2. Apply hair color	
			LO 3. Perform post color application activity	
Total				<b>100</b>
<b>FOURTH</b>	6. Perform hair and scalp treatment	6.1. Performing Hair and Scalp Treatment	LO 1. Prepare client	100
			LO 2. Perform hair spa and hot oil treatment	
			LO 3. Perform post hair and scalp treatment activity	
Total				<b>100</b>

**RESOURCES**

<b>TOOLS</b>	<b>EQUIPMENT</b>	<b>MATERIALS</b>
<b>BRUSHES</b>	Infrared mirror	Shampoo, (gel)
Hair brush	Steamer	Conditioner
Barber brush	Iron plate	Bath towel
Skeleton brush	Hair dryer	Face towel
Roller brush	Blower	Hand towel
Paddle brush	(Hand blower)	Paper towel
Applicator brush	Timer	Neck band
Tinting brush	Crimpers	Head band
<b>MIRRORS</b>	Curling iron	Flannel headband
Hand mirror	Electric curlers (optional)	Gauze mask
Front mirror	Foot spa machine	Mousse Gel
<b>COMBS</b>	Facial machine (5 in 1)	Spray net
Wide toothed comb	Hand spa machine	Hair polish
Bath comb	Heating cap	Aluminum foil
Tail comb	Facial steamer	Tissue paper
Large tooth comb	Hot cabinet	Tissue roll
All purpose comb	Magnifying glass (2 in 1)	Talcum powder
Haircutting comb	Sterilizer	Cotton
Teasing comb		Cling wrap, roll
Fork comb		End paper
<b>GLOVES</b>		Ear pads
Rubber gloves		Rubber band
Disposable plastic gloves		Perm lotion w/ neutralizer, 500 ml.
<b>CAPS</b>		Developer, 6% 20 volumes; 9% 30 volumes; 12% 40 volumes
Shower cap		Hair wax
Perming cap 1 set		Neck strip (cloth)
Cream, liquid & frosting cap w/ hook		Color product form cream, liquid & powder
<b>CLIPS</b>		Plastic applicator
Hair clips		Press spray plastic
Single prong clip (optional)		Dispenser bottle
Double prong clip (optional)		Wig
<b>PINS</b>		Hairpiece
Hairpin, Roller pin, Pin curl clips, 5 doz.		
Invisible pins		
Clamps		
Duck bill clamp		

<b>ROLLERS</b>		<b>Training Materials</b>
Cylinder-shaped rollers (long and short) Medium size rollers Large sized rollers Jumbo rollers Small sized hair rollers Wire		<b>CATALOG</b> Men's Cut Catalog Ladies Cut Catalog Kid's Cut Catalog Magazines Textbooks
<b>SCISSORS</b>		
Thinning scissors Cutting scissors Measuring glass Invisible hairnet Smock gown Apron Cape Plastic cape Mixing bowls Plastic scoop Drip pan		

**COURSE DELIVERY METHODOLOGIES:**

- Lecture
- Group discussion
- Demonstration
- Self paced learning
- Hands-on application
- Practical application
- On-the-job-training
- Industry immersion

**ASSESSMENT METHODS:**

- Demonstration
- Written examination
- Observation

**BEAUTY CARE NC II/HAIRDRESSING NC II**

**TRAINER'S QUALIFICATION:**

- Must have completed Trainer's Training Methodology Course (TTMC) or its equivalent.
- Must be a holder of Beauty Care NC II / Hairdressing NC II certificate.
- Must be able to communicate effectively both in oral and written form.
- Must be physically, emotionally, psychologically, and mentally fit.
- Must possess good moral character.



# **MODULES OF INSTRUCTION**

## **SECOND YEAR**

<b>UNIT OF COMPETENCY</b>	:	MAINTAIN A SAFE, CLEAN, AND EFFICIENT WORK ENVIRONMENT
<b>MODULE TITLE</b>	:	MAINTAINING A SAFE, CLEAN, AND EFFICIENT WORK ENVIRONMENT
<b>NOMINAL DURATION</b>	:	10 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC - II
<b>MODULE DESCRIPTION</b>	:	This module deals with the knowledge, skills, and attitudes necessary to maintain a clean, safe workplace, and efficient work environment.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students must be able to:

- LO 1. follow hygiene procedures.
- LO 2. identify and prevent hygiene risks.
- LO 3. prepare and maintain the work area.
- LO 4. check and maintain tools and equipment.
- LO 5. check and maintain stocks.
- LO 6. provide a relaxing and caring environment.

## **LO 1. Follow Hygiene Procedures**

### **ASSESSMENT CRITERIA:**

1. Workplace hygiene procedures are followed in accordance with salon standards and legal requirements.
2. All items are handled and stored according to salon requirements.

### **CONTENTS:**

- Government health regulations
- Salon standards
- Laundry
- Regular hand washing
- Appropriate and clean clothing
- Safe handling and disposal of linen and laundry
- Appropriate handling and disposal of garbage
- Cleaning and sanitizing procedures
- Personal hygiene

### **CONDITION:**

Students must be provided with the following:

- Relevant products, materials and equipment

### **METHODOLOGIES:**

- Lecture
- Discussion
- Hands-on exercise
- Demonstration

### **ASSESSMENT METHODS:**

- Interview
- Written examination
- Demonstration

## **LO 2. Identify and Prevent Hygiene Risks**

### **ASSESSMENT CRITERIA:**

1. Potential hygiene risks are identified promptly.
2. Action is taken within the scope of individual responsibility and in accordance with salon and legal requirements.
3. Hygiene risks are immediately reported to the appropriate person for follow up when they use beyond the control of individual staff members.

### **CONTENTS:**

- Bacterial and other contamination arising from poor handling of salon products
- Storage at incorrect temperature
- Poor personal hygiene practices
- Poor work practice
- Inappropriate cleaning practices
- Contaminated wastes
- Auditing staff skills and providing training
- Policies and procedures
- Following up of actions

### **CONDITION:**

Students must be provided with the following:

- Relevant products, materials, and equipment

### **METHODOLOGIES:**

- Lecture
- Discussion
- Hands-on exercises

### **ASSESSMENT METHODS:**

- Interview
- Written report
- Demonstration

### **LO 3. Prepare and Maintain the Work Area**

#### **ASSESSMENT CRITERIA:**

1. Reception area is kept clean, uncluttered, and organized according to salon policy.
2. Work areas and walkways are maintained and kept in safe state, free from spills, food waste, hair, or other potential hazards in line with OSHC regulations.
3. Waste is stored and disposed of according to OHSC requirements.

#### **CONTENTS:**

- Types and uses of cleaning materials/solvent
- OSHC workplace regulations
- Salon policy
- Health, safety, and security practices in a salon
- Rules of safety and hygiene in the workplace
- Code of Ethics for employees in a salon

#### **CONDITION:**

Students must be provided with the following:

- Classroom for discussion
- Workplace location
- Kinds of manuals:
  - manufacturer's specification manual
  - repair manual
  - maintenance procedure manual
- Maintenance schedule forms
- Handouts/Instructional materials
- Maintenance materials, tools, and equipment relevant to the proposed activity/task
  - lubricants
  - cleaning materials
  - rust remover
  - rags
  - spare parts
- Personal Protective Equipment

#### **METHODOLOGIES:**

- Lecture/Demonstration
- Self-paced instruction
- Group discussion

**ASSESSMENT METHODS:**

- Oral test
- Direct observation
- Written test

#### **LO 4. Check and Maintain Tools and Equipment**

##### **ASSESSMENT CRITERIA:**

1. Tools and equipment are identified according to classification/ specification and job requirements.
2. Tools and equipment are prepared for specific services as required.
3. Tools and equipment are checked for maintenance and referred for repair as required.
4. Safety of tools and equipment is observed in accordance with manufacturer's instructions.
5. Tools and equipment are safely stored in accordance with salon requirements and local health regulations.

##### **CONTENTS:**

- Local health regulations
- Different salon services
- Types of tools and equipment
- Storage of tools and equipment
- Uses of Personal Protective Equipment (PPE)

##### **CONDITION:**

Students must be provided with the following:

- Relevant products, materials, and equipment

##### **METHODOLOGIES:**

- Lecture/demonstration
- Self-paced instruction
- Group discussion

##### **ASSESSMENT METHODS:**

- Oral test
- Direct observation
- Written test

## **LO 5. Check and Maintain Stocks**

### **ASSESSMENT CRITERIA:**

1. Stock rotation procedures are followed according to salon procedures
2. Stock levels are recorded and under-or oversupplied stocks items are immediately reported to the salon supervisor.
3. Incorrect deliveries are referred to the supervisor for return to supplier.
4. Safe lifting and carrying techniques are followed in line with occupational health and safety policy and government legislation.
5. Stocks are stored safely in accordance with manufacturer's specifications or company procedures.

### **CONTENTS:**

- Inventory of stocks/supplies
- Handling stocks – lifting and carrying techniques
- Safekeeping/storage

### **CONDITIONS:**

Students must be provided with the following:

- Classroom for discussion
- Handouts/instructional materials
- Workplace location/tool room
- Rack
- Forms
- Requisition slip
- Inventory form
- Inspection form

### **METHODOLOGIES:**

- Demonstration
- Classroom discussions

### **ASSESSMENT METHODS:**

- Demonstration
- Direct observation
- Written test/Oral test



**LO 6. Provide a Relaxing and Caring Environment**

**ASSESSMENT CRITERIA:**

1. Clients are made to feel comfortable following salon policy.
2. Clients are consulted with on their needs or desired service.
3. Client's needs are reported to the salon supervisor.

**CONTENTS:**

- Client service
- Service processes and procedures
- Environmental regulations

**CONDITION:**

Students must be provided with the following:

- Classroom for discussion
- Handouts/instructional materials
- Workplace location/tool room
- Rack
- Forms

**METHODOLOGIES:**

- Demonstration
- Classroom discussions

**ASSESSMENT METHODS:**

- Direct observation
- Written test/Oral test

<b>UNIT OF COMPETENCY</b>	:	PERFORM PRE AND POST BEAUTY CARE SERVICES
<b>MODULE TITLE</b>	:	PERFORMING PRE AND POST BEAUTY CARE SERVICING
<b>NOMINAL DURATION</b>	:	90 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module covers the knowledge, skills, and attitudes needed in performing pre and post beauty care services. It also includes, information on preparing the tools and equipment, preparing the patron, storing tools and equipment correctly, and properly disposing of waste.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students must be able to:

- LO 1. identify tools and equipment for manicuring, pedicuring, hand spa, and foot spa.
- LO 2. prepare the Client.
- LO 3. store tools and equipment and dispose of waste properly.
- LO 4. observe health, safety, and security in the workplace.

**LO 1. Identify Tools and Equipment for Manicuring, Pedicuring, Hand Spa, and Foot Spa**

**ASSESSMENT CRITERIA:**

1. Necessary tools and equipment are selected, checked, and prepared for manicuring activity.
2. Supplies and materials are prepared based on salon procedure and policies.
3. Treatment products are prepared following the safety policies of the beauty salon.
4. Work stations/cubicles are thoroughly checked and sanitized.

**CONTENTS:**

- Selection, checking, and preparation of tools and equipment for manicure/pedicure
- Preparation of supplies and materials based on salon procedure and policies
- Preparation of treatment products following the safety policies of the beauty salon
- Sanitation

**CONDITION:**

Students must be provided with the following:

- Tools
  - nail care tool
  - towels
  - foot and hand treatment tools
- Equipment
  - foot bath machine
- Beauty care options
  - foot spa
  - hand spa
  - pedicure
  - manicure
- Protective clothing
  - drape
  - towels
  - smock gown
  - headband

**METHODOLOGIES:**

- PowerPoint presentation
- Chalk and talk
- Demonstration
- Laboratory activities

**ASSESSMENT METHODS:**

- Observation
- Interview
- Performance test

## **LO 2. Prepare the Client**

### **ASSESSMENT CRITERIA:**

1. Client's special personal needs are attended in accordance with salon policies and procedure.
2. Appropriate protective clothing materials are provided for the client according to Occupational health and safety Code (OHSC) requirements.
3. Client's safety and comfort are ensured during the entire process.
4. Client is provided with salon amenities following salon procedure.
5. If required by the client, other beauty care options are offered and advised to the client.

### **CONTENTS:**

- Client's special needs
- Client's consultation
- Draping procedure and techniques
- Safety conditions
- Uses and application of protective clothing and gadgets
- Salon amenities
- Other beauty care options

### **CONDITION:**

The students must be provided with the following resources:

- Protective Clothing
  - drape
  - towels
  - smock gown
  - headband

### **METHODOLOGIES:**

- Lecture and discussion
- Hands-on activities
- Simulation

### **ASSESSMENT METHODS:**

- Interview
- Demonstration

### **LO 3. Store Tools and Equipment and Dispose of Waste Properly**

#### **ASSESSMENT CRITERIA:**

1. Tools and equipment used are stored according to salon safety policies and procedure.
2. Used treatment products and other chemicals are stored or disposed of, following safety and environmental codes and regulations.
3. Workstation is checked, cleaned, and sanitized and prepared for succeeding treatment.
4. Supplies and materials used are cleaned and stored according to salon policies and procedures.
5. Waste materials are segregated and disposed of following local and Department of Health (DOH) rules and regulations.

#### **CONTENTS:**

- Techniques and procedure in recording and storing of tools and equipment
- Environmental rules and regulations on waste disposal
- Cleaning and sanitation practices
- Use of supplies and materials
- Segregation and storage of treatment products and chemicals

#### **CONDITION:**

The student must be provided with the following resources:

- Tools
  - nail care tools
  - mirror
  - foot and hand treatment tools
- Equipment
  - foot bath machine
  - nail care machine
- Beauty care options
  - foot spa
  - hand spa
  - pedicure
  - manicure
  - body bleach
  - body scrub
  - body massage
- Protective Clothing
  - neck strip (drape)
  - towels
  - smock gown
  - headband for face

#### **METHODOLOGIES:**

- Lecture/demonstration
- Hands-on activities

**ASSESSMENT METHODS:**

- Interview
- Demonstration
- Direct observation
- Performance test

## **LO 4. Observe Health, Safety and Security in the Workplace**

### **ASSESSMENT CRITERIA:**

1. Observed health, safety and security practices in a salon.
2. Explained the rules of safety in the workplace.
3. Practiced Code of Ethics for employees in a salon.

### **CONTENTS:**

- Taking care of patron and colleagues
- Safety and sanitation in the workplace
- Personality is the best way of dealing and greeting patrons
- Health, safety and security practices in a salon
- Rules of safety and hygiene in the workplace
- Code of Ethics for employees in a salon

### **CONDITIONS:**

Resources Needed:

- Signages
- Bulletin boards
- Brochures
- Flyers
- Salon uniforms
- Salon working outfits
- Manuals

### **METHODOLOGIES:**

- Lecture/demonstration
- Observation
- Ocular Visits/Educational tours

### **ASSESSMENT METHOD:**

- Written exam
- Oral test
- Portfolio



<b>UNIT OF COMPETENCY</b>	:	PERFORM MANICURE AND PEDICURE
<b>MODULE TITLE</b>	:	PERFORMING MANICURE AND PEDICURE
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module covers the knowledge, skills, and attitudes in performing manicure and pedicure. This also involves, prepare the client, clean of fingernail and toenails, apply nail polish and perform final touches.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students must be able to:

- LO 1. prepare the client.
- LO 2. clean the fingernails and toenails.
- LO 3. apply nail polishes.
- LO 4. perform final touches.

**LO 1. Prepare the Client**

**ASSESSMENT CRITERIA:**

1. client is consulted with on the desired nail service activity and specific requirements.
2. client's hand structure and condition are checked and analyzed.
3. client is provided with hand towel, bath towel, and feet cover prior to manicure and pedicure.
4. Appropriate sanitized tools and equipment, supplies, and materials are selected and prepared according to required task.
5. Patron is informed of possible health restrictions.

**CONTENTS:**

- Consultation with patron on desired nail service activity
- Checking and analysis of nail structure and condition
- Preparation of tools, equipment, supplies and materials
- Selection and preparation of sanitized tools according to required task
- Salon policies and procedures
- Oral communications skills
- Safety and precautionary measures

**CONDITIONS:**

Students must be provided with the following resources:

- Implements
  - manicuring table
  - patron's and operator's chair
  - manicuring/pedicuring kit
  - cotton container
  - wet sanitizer
  - low stool for pedicurist
  - special toe nippers
  - orange wood stick
  - emery board/nail file
  - nail cutter
  - cuticle pusher
  - nail brush
  - cuticle scissors
  - cuticle pusher
  - cuticle nipper
  - first-aid kit
- Tools
  - foot brush
  - foot file
- Supplies and materials
  - operator's protective clothing/apron
  - hand towel/bath towel
  - foot cover
  - antiseptic solution
  - cotton

- nail polish (basecoat/topcoat/colored)
- alcohol 70%
- linen
- mild soap
- disinfectant
- foot powder
- foot balm/lotion
- cuticle remover/softener
- nail polish remover
- nail polish thinner/solvent
- nail dryer/quick dry nail polish
- acetone
- foot brush
- foot file

**METHODOLOGIES:**

- Lecture/demonstration
- Hands-on activities
- Laboratory activities

**ASSESSMENT METHODS:**

- Demonstration
- Direct observation
- Interview
- Written exam
- Performance test

## **LO 2. Clean the Fingernails and Toenails**

### **ASSESSMENT CRITERIA:**

1. Old nail polish is completely removed using nail polish remover.
2. Cuticle remover is applied and cuticles are slightly pushed and trimmed using cuticle nippers.
3. Safety is ensured during the entire process.
4. Slight hand massage is applied prior to application of nail polish.

### **CONTENTS:**

- Removal of old nail polish
- Application of cuticle remover, pushing, and removing of cuticles
- Application of slight massage prior to application of nail polish
- Proper handling and use of tools
- Work safety measures
- First aid

### **CONDITION:**

Students must be provided with the following resources:

- Tools/implements
  - manicuring table
  - patron's and operator's chair
  - manicuring/pedicuring kit
  - cotton container
  - wet sanitizer
  - low stool for pedicurist
  - special toe nippers
  - orange wood stick
  - emery board/nail file
  - nail cutter
  - cuticle pusher
  - nail brush
  - cuticle scissors
  - cuticle nipper
  - finger bath
  - foot basin
  - manicuring lamp
  - manicuring tray
  - sanitizing jar
- Implements
  - filing implements
  - manicuring kits
- Equipment
  - ottoman
- Materials
  - operator's protective clothing
  - hand towel/bath towel
  - foot cover
  - cotton

- Supplies and materials/cosmetics
  - operator's protective clothing/apron
  - hand towel/bath towel
  - foot cover
  - antiseptic solution
  - cotton
  - nail polish (basecoat/topcoat/enamel coat)
  - 70% alcohol
  - linen
  - mild soap
  - disinfectant
  - foot powder
  - foot balm/lotion
  - cuticle remover
  - nail polish remover
  - nail polish thinner
  - nail dryer
  - cuticle massage crème

**METHODOLOGIES:**

- Lecture/Power Point presentation
- Discussion
- Hands-on activities
- Demonstration

**ASSESSMENT METHODS:**

- Demonstration
- Direct observation
- Interview
- Written examination
- Performance test

### **LO 3. Apply Nail Polishes**

#### **ASSESSMENT CRITERIA:**

1. Hands and feet are manipulated following different massage movements according to salon procedure.
2. Base coat is applied first with long strokes starting with the little finger.
3. Polish is applied next from the base to the tip of the nail using light sweeping strokes on the nail surface.
4. Top or seal coat is applied with long strokes in the same manner as the base coat.

#### **CONTENTS:**

- Hand massage techniques and procedure
- Proper application of base coat
- Techniques in nail polish application
- Proper application of top or sealed coat

#### **CONDITION:**

The following resources are needed:

- Tools/implements
  - cuticle pusher
  - orange wood stick
  - manicuring table
  - operator/patron's chair
  - trolley
  - low stool for pedicurist
  - cuticle nipper
- Supplies and materials
  - nail polish/base coat, enamel coat, top coat
  - hand lotion
  - cotton
  - hand towel (white)
  - nail polish remover/acetone
  - antiseptic/merthiolate (Benzalconium Chloride)
  - toe nail separator/ spacer

#### **METHODOLOGIES:**

- Lecture and demonstration
- PowerPoint presentation

#### **ASSESSMENT METHODS:**

- Interview
- Demonstration
- Performance test

#### **LO 4. Perform Final Touches**

##### **ASSESSMENT CRITERIA:**

1. Outcome is checked and analyzed based on the agreed nail service standards.
2. Excess polish is removed around the cuticles and nails using appropriate tools.
3. Quick drying enamel is applied on each polished nail according to salon standards.
4. Area is cleaned according to salon policies and procedures.

##### **CONTENTS:**

- Analysis of nail service results/outcomes
- Final touches procedure
- Application of drying enamel (according to salon standard)
- Waste disposal procedure
- Proper housekeeping (5S)

##### **CONDITION:**

Students must be provided with the following:

- cotton
- orange wood stick
- nail file
- nail polish remover
- quick dry nail polish
- trolley

##### **METHODOLOGIES:**

- Teacher demonstration
- Hands-on Activities

##### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Written test
- Performance test

<b>UNIT OF COMPETENCY</b>	:	PERFORM HAND SPA
<b>MODULE TITLE</b>	:	PERFORMING HAND SPA
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module teaches the knowledge, skills, and attitudes a learner must have in performing post spa for hands. This also includes information on preparing the client, applying hand spa products and performing post hand spa activities.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students must be able to:

- LO 1. prepare the client.
- LO 2. apply hand spa treatment.
- LO 3. perform post hand spa activity.



**LO 1. Prepare the Client**

**ASSESSMENT CRITERIA:**

1. Conditions of hands and nails are checked and analyzed.
2. Client's safety and comfort are ensured prior to hand spa activity.
3. Hand is washed with warm water and soap before and after scrubbing.
4. Hand is towel dried and scrubbed with appropriate lotion.
5. Hand spa machine is set to regulate heat to melt wax.

**CONTENTS:**

- Analysis of hand and nail condition
- Ensuring client's safety and comfort
- Washing the hand with warm water and soap
- Towel drying and rubbing with appropriate lotion
- Setting up of spa machine to appropriate temperature

**CONDITION:**

Students must provided with the following resources:

- Tools
  - hand towel
  - basin
  - hand spa machine/gadget
  - transparent plastic
- Supplies and Materials
  - hand lotion
  - paraffin wax
  - warm water
  - cling wrap
  - olive oil
  - water heater

**METHODOLOGIES:**

- Chalk and talk
- Teacher demonstration
- Hands-on activities

**ASSESSMENT METHODS:**

- Demonstration
- Direct observation
- Oral and written tests

## **LO 2. Apply Hand Spa Treatment**

### **ASSESSMENT CRITERIA:**

1. Hand spa machine is set to regulate heat and achieve required melting of wax.
2. Necessary tools and supplies/materials are prepared and used according to Occupational Health and Safety Code provides space (OHSC) requirements.
3. Appropriate temperature is determined and tested by client for heat tolerance.
4. Hand is submerged for 4 seconds for 3 consecutive times in wax and wrapped with plastic gloves and mittens.
5. Wax is removed from hand according to manufacturer's instructions.
6. Hand is applied with the hand softening product is applied to, and massaged on the hand according to prescribed procedure.
7. Client is advised on after service maintenance program.
8. Desired service outcome is confirmed with client and recorded.

### **CONTENTS:**

- Hand spa machine setup
- Preparation of tools, supplies, and materials
- Safety measures
- Temperature setting
- Hand spa procedure
- Removal of wax and application of hand softening lotion
- Massage techniques and procedure

### **CONDITION:**

Student must be provided with the following resources:

- Tools/equipment
  - basin
  - hand spa machine/gadget
- Supplies and materials
  - hand towel
  - transparent plastic
  - hand lotion
  - paraffin wax
  - warm water
  - cling wrap
  - olive oil

### **METHODOLOGIES:**

- Teacher demonstration
- Film viewing
- Hands-on activities
- Simulation activity

**ASSESSMENT METHODS:**

- Demonstration
- Interview

**LO 3. Perform Post Hand Spa Activity**

**ASSESSMENT CRITERIA:**

1. Waste products including used wax are disposed of according to Occupational Health and Safety Code (OHSC) and Department of Health (DOH) requirements.
2. Tools and equipment are sanitized and stored.
3. Work station is closed and sanitized for the next treatment activity.

**CONTENTS:**

- Proper disposal of waste (according to OHSC and DOH standards)
- Sanitation and storing of tools and equipment
- Service maintenance program
- Sanitation of working areas
- Record keeping

**CONDITION:**

Students must be provided with the following resources:

- Adequate or simulated work station
- Tools and equipment
- Protective clothing and gadget

**METHODOLOGIES:**

- Lecture
- Demonstration
- Hands-on activities

**ASSESSMENT METHODS:**

- Interview
- Demonstration
- Written test
- Performance test

<b>UNIT OF COMPETENCY</b>	:	PERFORM FOOT SPA
<b>MODULE TITLE</b>	:	PERFORMING FOOT SPA
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module presents the knowledge, skills, and attitudes students must have in performing foot spa. This also includes information on preparing the client, application of foot spa product and performing post foot spa activities.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. prepare patron prior to foot spa.
- LO 2. perform foot spa correctly.
- LO 3. perform final touches.

**LO 1. Prepare Patron Prior to Foot Spa**

**ASSESSMENT CRITERIA:**

1. Foot condition is checked and analyzed.
2. Client's safety and comfort are ensured during the entire process.
3. Tools, equipment, supplies, and materials are prepared based on the required task.
4. Personal protective clothing is worn before the start of the procedure.
5. Water temperature is checked depending on patron's heat tolerance.
6. Client and operator are advised to remove jewelry and accessories.

**CONTENTS:**

- Foot condition analysis
- Work safety precautions
- Preparation of tools, equipment, supplies, and materials
- Personal protective clothing
- Temperature setting
- Removal of jewelry and accessories of client and operator

**CONDITION:**

Students must be provided with the following resources:

- Accessories/tools/equipment
  - basin
  - foot file
  - metal file
  - foot brush
  - pumice stone
  - foot scrub
  - foot spa machine
  - trolley
  - stool
- Supplies and materials
  - bath towel
  - salon apron
  - whitening powder
  - foot soak
  - 70% alcohol
  - rubber slippers
  - foot blush
  - foot lotion
  - foot massage cream

**METHODOLOGIES:**

- Lecture and discussion
- Teacher demonstration
- Hands-on activities
- Film showing (VCD, DVD)

**ASSESSMENT METHODS:**

- Interview
- Demonstration
- Performance test

## **LO 2. Perform foot Spa Correctly**

### **ASSESSMENT CRITERIA:**

1. Feet are thoroughly scrubbed using appropriate gadgets, and following safety procedures.
2. Treatment product is applied to feet before and after soaking in foot spa machine.
3. Treatment is performed within the required product time frame.
4. Feet are massaged following basic foot massage motion movement.

### **CONTENTS:**

- Scrubbing procedure
- Application of treatment product
- Timeline
- Foot massage techniques

### **CONDITION:**

Students must be provided with the following resources:

- Accessories/tools/equipment
  - basin
  - stool
  - foot file
  - metal file
  - foot brush
  - pumice stone
  - foot scrub
  - foot spa machine
  - trolley
- Supplies and materials
  - bath towel
  - apron
  - whitening powder
  - foot soak
  - 70% alcohol
  - rubber slippers
  - foot blush
  - foot lotion

### **METHODOLOGIES:**

- Lecture and discussion
- Teacher demonstration
- Hands-on activities

### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test



### **LO 3. Perform Final Touches**

#### **ASSESSMENT CRITERIA:**

1. Tools and equipment are disinfected and properly stored.
2. Outcome of treatment is assessed based on client's requirements.
3. Foot lotion is applied after foot spa is completed.
4. Work area is cleaned.
5. Waste is disposed of properly.

#### **CONTENTS:**

- Procedure in disinfecting and storing of tools and equipment
- Assessment of treatment outcome (based on clients requirements)
- Proper application of foot lotion
- Waste disposal
- Proper housekeeping (5S)

#### **CONDITION:**

Students must be provided the following resources:

- Supplies and materials for cleaning purposes
- Disinfectant
- Covered garbage bin
- Antiseptic

#### **METHODOLOGIES**

- Lecture and discussion
- Teacher demonstration
- Hands-on activities

#### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

# **MODULES OF INSTRUCTION**

## **THIRD YEAR**

<b>UNIT OF COMPETENCY</b>	:	PERFORM BODY SCRUB
<b>MODULE TITLE</b>	:	PERFORMING BODY SCRUB
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module presents the knowledge, skills, and attitudes needed by the learner in performing body scrub. This also includes information on preparing the client, applying body scrub and treatment products and performing post scrubbing activities.

**SUMMARY OF LEARNING OUTCOMES**

Upon completion of this module, the students should be able to:

- LO 1. prepare the client.
- LO 2. scrub the body surface.
- LO 3. perform checking and polish outcome.

## **LO 1. Prepare the Client**

### **ASSESSMENT CRITERIA:**

1. Client's skin condition and type are checked and analyzed.
2. Client and operator are advised to remove all jewelry and accessories during laboratory.
3. Necessary tools and equipment are placed according to the service requirements.
4. Work habits and safety precautions are observed.
5. Harmonious relationship between client and operator is maintained.

### **CONTENTS:**

- Types and skin condition/skin test
- Removal of jewelry and other accessories
- Preparation of necessary tools, supplies, materials, and equipment
- Observance of work ethics and safety precautions
- Oral and written communication skills
- Maintenance of harmonious relationship between operator and client

### **CONDITION:**

Students must be provided with the following resources:

- Tools
  - basin
  - mixing bowl
  - stool
  - spatula
- Equipment
  - trolley
  - timer
- Materials
  - gauze mask
  - disposable gloves
  - whitening soap and lotion
  - headband with strap/snap
  - scrubbing materials
  - 70% alcohol
  - hand sanitizer
  - bath robe
  - face towel
  - slippers
  - pillow linen
  - smock gown

### **METHODOLOGIES:**

- Lecture/discussion
- Film Viewing/slide viewing
- Demonstration

**ASSESSMENT METHODS:**

- Written examination
- Oral test
- Performance test

## **LO 2. Scrub the Body Surface**

### **ASSESSMENT CRITERIA:**

1. Client is bathed in lukewarm water before and after scrubbing the body surface using towel.
2. Skin scrub product is applied thoroughly on the body surface using the hand, working in a to and fro motion.
3. Work habits and safety precautions are observed.
4. Supplies and materials are prepared and used according to Occupational Health and Safety Code (OHSC) requirements.
5. Scrubbing is performed with the timeline and procedure prescribed by the salon.

### **CONTENTS:**

- Sponge bath procedure
- Techniques and application of scrubbing
- Client relation
- Oral and written communication skills
- Health and safety precautions
- Timeline

### **CONDITION:**

Students must be provided with the following resources:

- Tools
  - basin
  - mixing bowl
  - stool
  - spatula
  - bath towel and face towel
- Equipment
  - trolley
  - timer
- Supplies and materials
  - gauze mask
  - scrubbing gloves
  - whitening soap and lotion
  - scrubbing materials
  - hand sanitizer
  - 70% alcohol
  - bath robe
  - apron
  - slippers
  - linen pillow
  - smock gown
  - turban/headband with strap/snap

**METHODOLOGIES:**

- Film or slide viewing
- Teacher demonstration
- Group activity (hands on)
- Simulation
- Brainstorming

**ASSESSMENT METHODS:**

- Written examination
- Observation
- Interview
- Demonstration

### **LO 3. Perform Checking and Polish Outcome**

#### **ASSESSMENT CRITERIA:**

1. Client is advised with appropriate maintenance progress.
2. Supplies and scrub products are used, stored, and disposed of according to Occupational Health and Safety Code (OHSC) requirements.
3. Work station is sanitized and prepared for next salon activity.
4. Whitening body lotion is applied.

#### **CONTENTS:**

- Service outcome monitoring
- Waste disposal procedure and techniques
- Oral and written communication skills
- Relevant Occupational Health and Safety Code (OHSC) requirements
- Maintenance program

#### **CONDITION:**

Students must be provided with the following resources:

- Whitening lotion
- Cleaning tools, supplies, and materials
- Logbook/record book/appointment slips

#### **METHODOLOGIES:**

- Lecture
- Discussion
- Film or slide viewing
- Demonstration
- Group activity (hands on)
- Worksheet

#### **ASSESSMENT METHODS:**

- Written examination
- Direct observation
- Performance test



<b>UNIT OF COMPETENCY</b>	:	PERFORM BODY MASSAGE
<b>MODULE TITLE</b>	:	PERFORMING BODY MASSAGE
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module presents the knowledge, skills, and attitudes students need in performing body massage. This also includes information on preparing the client, discussing the types and procedure of massage for each particular body part, and post body massage activities.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. prepare client prior to giving massage.
- LO 2. massage the body.
- LO 3. provide post body massages treatment.

## **LO 1. Prepare Client Prior to Giving Massage**

### **ASSESSMENT CRITERIA:**

1. Client's body condition is checked and analyzed.
2. Client is consulted with on what type of massage is desired
3. Client is provided with laboratory clothing.
4. All cosmetics, materials, tools are prepared and used according to Occupational Health and Safety Code (OHSC) requirements.
5. Consult with client on the types of massage cosmetics to be used.
6. All personal accessories of client and operator are removed and kept in proper place.

### **CONTENTS:**

- Body and health condition
- Types of body massage
- Preparation of cosmetics, tools, materials, and gadgets
- Personal protective clothing
  - hair net
  - apron
  - gloves
  - mask
- Oral communication skills
- Proper housekeeping (5S)

### **CONDITION:**

Students must be provided with the following resources:

- Tools
  - basin
  - stool
  - massage gadgets
- Equipment
  - massage bed
  - trolley
  - shower room
- Materials
  - gauze mask
  - pillow
  - salon apron
  - fitted shorts
  - face towel
  - bath towel
  - bedsheet
- Cosmetics
  - powder
  - oil
  - lotion

**METHODOLOGIES:**

- Lecture
- Discussion
- Film viewing
- Demonstration
- Laboratory activities
- Simulation
- Hands-on activities

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Written test

## **LO 2. Massage the Body**

### **ASSESSMENT CRITERIA:**

1. Client is laid in position to ensure the safety and comfort during the entire process.
2. Systematic direction of movements/strokes is followed in the massage technique.
3. Appropriate procedure is observed according to salon standards.
4. Body massage is performed according to salon standard procedure.
5. Critical parts of the body are massaged with soft pressure.
6. Complaint/reaction of the client is acknowledged.

### **CONTENTS:**

- Body and health condition (Vital signs)
- Types of body massage
- Cosmetics, tools, materials, and gadgets
- Personal Protective clothing
  - hair net
  - apron
  - mask
- Oral communication skills
- Proper housekeeping (5S)

### **CONDITION:**

Students must be provided with the following resources:

- Tools
  - basin
  - stool
  - massage gadgets
- Equipment
  - massage bed
  - trolley
- Materials
  - gauze mask
  - pillow
  - salon apron
  - fitted shorts
  - face towel
  - bath towel
  - bedsheet
- Cosmetics
  - powder
  - oil
  - lotion

**METHODOLOGIES:**

- Hands-on application
- Lecture and discussion
- Demonstration

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Observation
- Written report
- Performance test

### **LO 3. Provide Post Body Massages Treatment**

#### **ASSESSMENT CRITERIA:**

1. Client is advised not to take a bath within 12 hours after massage according to Department of Health (DOH) rules.
2. Cubicle is sanitized and prepared for the next salon activity.
3. Massage tools and materials are cleaned, sterilized, and kept in designated cabinets.
4. Massage activity is recorded according to salon policy and procedure.

#### **CONTENTS:**

- Body and health condition (Vital signs)
- Types of body massage
- Preparation of cosmetics, tools, materials and gadgets
- Personal protective clothing
  - hair net
  - salon apron
  - gloves
  - mask
- Oral written communication skills
- Proper housekeeping (5S)

#### **CONDITION:**

Students must be provided with the following resources:

- Tools
  - basin
  - stool
  - massage gadgets
- Equipment
  - massage bed
  - trolley
  - shower room
- Materials
  - gauze mask
  - pillow
  - salon apron
  - fitted shorts
  - face towel
  - bath towel
  - bedsheet
- Cosmetics
  - powder
  - oil
  - lotion

**METHODOLOGIES:**

- Lecture
- Demonstration
- Discussion

**ASSESSMENT METHODS:**

- Interview
- Demonstration
- Written test
- Performance test

<b>UNIT OF COMPETENCY</b>	:	PERFORM FACIAL TREATMENT
<b>MODULE TITLE</b>	:	PERFORMING FACIAL TREATMENT
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module presents the knowledge, skills, and attitudes students must have in performing facial treatment. This also includes teaching the competency in assessing the client's facial condition in actual facial, treatment of the face, and post treatment activity.

**SUMMARY OF LEARNING OUTCOMES**

Upon completion of this module, the students should be able to:

- LO 1. prepare the client.
- LO 2. perform facial cleansing.
- LO 3. perform actual treatment of the face.
- LO 4. perform post treatment activity.



## **LO 1. Prepare the Client**

### **ASSESSMENT CRITERIA:**

1. Client's facial skin condition is checked and analyzed.
2. Needed tools and materials are prepared.
3. Client is advised on appropriate facial treatment option.
4. Protective clothing and gadget are worn by the client and attendant.
5. Hands are thoroughly washed and sanitized before performing the activity.
6. Client and operator are advised to remove jewelry and accessories.

### **CONTENTS:**

- Checking and analyzing skin condition
- Preparation of needed tools and materials
- Personal protective clothing
- Occupational Health and Safety Code (OHSC)
- Oral communication skills

### **CONDITION:**

Students must be provided with the following resources:

- Tools
  - mixing bowl
  - basin
  - comedone extractor
  - stool
- Equipment
  - trolley
  - hot cabin
- Supplies and materials
  - gauze mask
  - head band
  - neck band
  - eye pads
  - smock gown
  - facial bed/facial chair
  - facial equipment and accessories
  - facial brush
  - bath towel
  - face towel
  - bedsheet
  - pillow
  - facial tissue
  - cotton
  - 70% alcohol
  - facial treatment product
  - Personal Protective Equipment (PPE)

**METHODOLOGIES:**

- Lecture/Demonstration
- Discussion
- Hands-on Activities

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Observation
- Performance test

## **LO 2. Perform Facial Cleansing**

### **ASSESSMENT CRITERIA:**

1. Face is cleaned in accordance with cleaning techniques and procedure.
2. Cleansing product is applied following product instructions and procedure.
3. Client safety and comfort are ensured during the entire process.
4. Appropriate timeline is prescribed for each step that is followed.

### **CONTENTS:**

- Techniques and procedure of face cleaning
- Application of cleansing product
- Client safety and comfort
- Timeline

### **CONDITION:**

Students must be provided with the following resources:

- Tools
  - eye pads
  - facial brush
  - mixing bowl
  - basin
- Equipment
  - trolley
  - facial bed
  - facial equipment and accessories
  - hot cabin
  - stool
  - facial steamer
- Materials
  - gauze mask
  - head band
  - neck band
  - smock gown
  - bath towel
  - face towel
  - bedsheet
  - pillow
  - facial tissue
  - cotton
  - 70% alcohol
  - facial treatment product

**METHODOLOGIES:**

- Lecture/demonstration
- Discussion
- Hands-on activities
- Slide viewing
- Role play/skit

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Observation
- Performance test

### **LO 3. Perform Actual Treatment of the Face**

#### **ASSESSMENT CRITERIA:**

- Treatment products are prepared and used according to salon procedure and manufacturer's instruction.
- Face is massaged thoroughly using different strokes with an upward movement.
- Appropriate timeline prescribed for each step is followed.
- Water level of facial steamer is checked according to manufacturer's operating procedure.
- Cold compress is applied on treated area following salon policies and procedure.
- Skin is tone moisturized with appropriate finishing facial products.

#### **CONTENTS:**

- Application of different manipulation techniques
- Facial steamer's water level check
- Application of treatment products
- Massage techniques
- Facial procedures
- Communication skills
- Operation and setting of facial machine and steamer
- Code of Ethics
- Used for treatment products

#### **CONDITIONS:**

Students must be provided with the following resources:

- Tools
  - eye pads
  - facial brush
  - mixing bowl
  - basin
  - facial magnifying glass
  - comedone extractor
- Equipment
  - facial steamer
  - facial equipment and accessories
  - trolley
  - stool
  - facial bed
  - hot cabin
- Materials
  - bath towel
  - face towel
  - bedsheet
  - pillow
  - facial tissue
  - cotton

- 70% alcohol
- skin toner
- facial cream
- facial soap
- facial mask
- head band
- neck band
- smock gown
- gauze mask
- astringent
- bleaching cream/powder
- acne cream
- sun block
- lotion
- facial scrub
- clay pack

**METHODOLOGIES:**

- Lecture/demonstration
- Discussion
- Hands-on activities
- Power Point presentation

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Observation
- Written test

#### **LO 4. Perform Post Treatment Activity**

##### **ASSESSMENT CRITERIA:**

1. Outcome/result of treatment is checked through visually or with the use of equipment.
2. Client is advised on post treatment precautions and appropriate maintenance, and product procedures are recommended according to clients' need and salon policies and procedures.
3. Tools/equipment and materials are cleaned, sanitized, and stored according to salon's policy and procedures.
4. Cleansing and treatment products are stored in designated areas.
5. Waste is disposed of according to occupational health and safety rules and regulations.
6. Workstation is cleaned, sanitized, and prepared for the next salon activities.

##### **CONTENTS:**

- Checking of facial's outcome/ results
- Recording procedures
- After care service advice/maintenance product procedures
- Cleaning and storing of tools, equipment, and materials
- Storing procedures
- Waste disposal procedures
- Good housekeeping

##### **CONDITION:**

Students must be provided with the following resources:

- Facial tools, equipment, and materials
- Facial products
- Cleaning tools, supplies, and materials
- Sample waste products (for demonstration purposes)

##### **METHODOLOGIES:**

- Lecture
- Discussion
- Video presentation
- Hands-on
- On-the Job Training (OJT)

##### **ASSESSMENT METHODS:**

- Written exam
- Demonstration
- Interview

<b>UNIT OF COMPETENCY</b>	:	APPLY FACIAL MAKE-UP
<b>MODULE TITLE</b>	:	APPLYING FACIAL-MAKE-UP
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module presents the knowledge, skills, and attitudes in the application of make-up and in the performance of post make-up activities.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. prepare the client.
- LO 2. perform application of make-up.
- LO 3. perform post make-up activities.



**LO 1. Prepare the Client**

**ASSESSMENT CRITERIA:**

1. Client is consulted with on specific make-up requirements.
2. Different types of make-up application are discussed.
3. Client's facial shape and skin type/tones are analyzed.
4. Client is seated in a comfortable position during the entire process.
5. Client and operator are advised to remove all personal accessories.

**CONTENTS:**

- Questioning and listening skills/communication skills
- Analyzing facial shape, skin type, and tone
- Correct positioning of client and student beautician
- Relevant protective clothing
- Personal hygiene
- Technical terms

**CONDITIONS:**

The students should be supplied provided with the following resources:

- Make-up catalogue
- Salon apron
- Gauze mask
- Hair net
- Neck cape/neck strip
- Facial turban

**METHODOLOGIES:**

- Lecture/discussion
- Hands-on activities

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Written test

## **LO 2. Perform Application of Make-Up**

### **ASSESSMENT CRITERIA:**

1. Hand is sanitized before actual application of make-up.
2. Make-up tools, supplies and materials are prepared according to client's make-up requirements.
3. The eyebrow is defined/contoured according to facial shape or client's preference using appropriate tools.
4. Client's face is cleaned using appropriate cleansing products.
5. Concealing product/cosmetics make-up and foundation are applied to cover dark spots of the face according to client's skin tone.
6. Appropriate make-up products and accessories are selected and applied in standard sequence/procedure in accordance with salon products.

### **CONTENTS:**

- Personal hygiene
- Preparation of tools, supplies/cosmetics, and materials
- Eyebrow arching/shaving/plucking
- Use of facial cleansing products
- Application of facial make-up procedure and techniques
- Facial make-up foundation and make-up concealer
- Color blending of facial make-up cosmetics
- Proper handling of tools

### **CONDITION:**

Students must be provided with the following resources:

- Accessories/tools
  - eyebrow sharpener
  - eyelash curler/curl lash
  - eyeliner brush
  - powder brush
  - fun brush/blush-on brush
  - lip brush
  - eyebrow brush
  - brow brush
  - eye shadow brush
  - large eyebrow brush
  - small eyebrow brush
  - eyebrow scissors
  - eyebrow blade
  - tweezers
- Supplies and materials
  - natural sponge
  - sea sponge
  - cotton buds
  - powder puff
  - facial cream
  - moisturizer or toner
  - concealing product/make-up concealer

- cake make-up foundation
- liquid make-up foundation
- cream make-up foundation
- blusher/cheek rouge
- eyebrow pencil
- eyeliner (pencil, liquid, cake)
- lip pencil
- lip stick/lip rouge/lip tint
- lip gloss
- mascara
- pressed powder
- loose powder
- glitter gel
- eye gel
- stoned glitter
- powder glitter
- lash glue (artificial)
- artificial eyelashes/false eyelashes
- facial tissue
- cotton balls
- 70% alcohol

**METHODOLOGIES:**

- Lecture chalk and talk
- Demonstration
- Hands-on application

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Written test

**LO 3. Perform Post Make-Up Activities**

**ASSESSMENT CRITERIA:**

1. Make-up result is checked before application of final touches.
2. Make-up product tools and materials are stored according to safety and sanitation rules and regulations.
3. Client is advised on appropriate product and procedure on how to
4. Retouch make-up.
5. Work station is cleaned and prepared for the next client.

**CONTENTS:**

- Checking of make-up result before final touches
- Safety and sanitation rules and regulations
- Procedure in finishing touches activities
- Housekeeping (5S)
- Procedure, policies, and guidelines in storing tools and materials
- Correction of make-up

**CONDITIONS:**

Students must have the following resources:

- Loose powder/make-up foundation
- Pressed powder/make-up concealer
- Refinishing accessories

**METHODOLOGIES:**

- Lecture
- Discussion
- Hands-on
- Demonstration

**ASSESSMENT METHODS:**

- Written test
- Performance test

# **MODULES OF INSTRUCTION**

## **FOURTH YEAR**

<b>UNIT OF COMPETENCY</b>	:	PERFORM PRE AND POST HAIR CARE ACTIVITIES
<b>MODULE TITLE</b>	:	PERFORMING PRE AND POST HAIR CARE ACTIVITIES
<b>NOMINAL DURATION</b>	:	40 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module discusses the knowledge, skills, and attitudes the learners need in performing pre and post hair care activities. This includes draping the client, the proper way of shampooing the hair and the techniques of blow-drying of hair.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. perform draping.
- LO 2. perform shampooing of hair.
- LO 3. perform blow drying techniques.

**LO 1. Perform Draping**

**ASSESSMENT CRITERIA:**

1. Body build of the client is assessed to determine appropriate size of drapery to be used.
2. The collar of the client's outfit is folded inward and shoulders are wrapped with bath towel.
3. Appropriate clothing is provided according to the type of service to be provided and the size and build of the client.
4. Client are asked to remove all jewelry and accessories.
5. Necessary tools/supplies and materials are prepared and used according to Occupational Health and Safety Code(OHSC) requirements.

**CONTENTS:**

- Appropriate draping procedure
- Preparation of protective clothing and materials
- Laboratory outfit/shoulder cape/bath towels
- Customer relations
- Preparation of tools, supplies, clothing, and materials

**CONDITIONS:**

Students must be provided with the following resources:

- Towel
- Tissue
- Cape

**METHODOLOGIES:**

- Lecture/demonstration
- Hands-on application

**ASSESSMENT METHODS:**

- Demonstration
- Direct observation
- Performance test

## **LO 2. Perform Shampooing of Hair**

### **ASSESSMENT CRITERIA:**

1. Hair is checked and analyzed to determine appropriate shampoo to be used.
2. Hair is combed/brushed to remove tangles before shampooing.
3. Shampooing technique must follow salon procedure to ensure safety and comfort of the client.
4. Appropriate water temperature must be applied according to requirements.
5. Appropriate amount of shampoo is applied according to the client's hair length, volume, and texture.
6. Proper rinsing procedure is ensured.

### **CONTENTS:**

- Checking and analyzing hair
- Procedure in hair brushing
- Techniques in shampooing and conditioning
- Water temperature setup (hot and cold)
- Type and amount of shampoo to be used
- Proper rinsing procedure

### **CONDITION:**

Students must be provided with the following resources:

- Hair brush
- Shampoo
- Conditioner
- Bath towel
- Shampooing area/facility

### **METHODOLOGIES:**

- Demonstration
- Hands-on application
- Laboratory work

### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Written report
- Performance test



### **LO 3. Perform Blow Drying Techniques**

#### **ASSESSMENT CRITERIA:**

1. Hair is towel dried.
2. Appropriate sectioning using hair implements is applied to achieve optimum results.
3. Required temperature setting is made according to manufacturer's specification and manual.
4. Blow drying technique is applied according to types of hair and requirements.
5. Finishing product is applied to blow dried hair according to salon policies and procedures.
6. Observe safety measures.

#### **CONTENTS:**

- Hair drying technique
- Hair sectioning
- Equipment setup
- Blow drying techniques
- Applying hair finishing product
- Safety precautionary measures

#### **CONDITION:**

Students must be provided with the following resources:

- Roller hair brush
- Salon blower, 220V
- Hair clamps
- Hair clips
- Bath towel
- Finishing products

#### **METHODOLOGIES:**

- Lecture
- Discussion
- Demonstration

#### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Written test
- Performance test

<b>UNIT OF COMPETENCY</b>	:	PERFORM HAIR CUT
<b>MODULE TITLE</b>	:	PERFORMING HAIR CUTTING FOR WOMEN
<b>NOMINAL DURATION</b>	:	30 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module discusses the knowledge, skills, and attitudes learners need in performing basic hair cut for women. It includes the teaching of skills in conducting initial consultation with the client, assessing their needs, actual cutting of the hair, checking and applying finishing touches and performing post hair cutting activities.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. assess the client's need.
- LO 2. perform hair cutting activities for women.
- LO 3. perform polishing activities.

## **LO 1. Assess the Client's Need**

### **ASSESSMENT CRITERIA:**

1. Hair cutting needs of client are assessed.
2. Appropriate courtesy to the client is extended.
3. Hair catalog is presented to the client for selection of hairstyle.
4. Hair is analyzed based on condition, texture, density, and length.
5. Hairstyle is agreed upon by both client and hairdresser.
6. Protective clothing materials and gadgets are prepared according to salon policies and requirements.

### **CONTENTS:**

- Assessment of client's hair cutting needs
- Work values/ethics
- Presentation of hair catalog
- Hair analysis
- Basic styles of hair cut for women
- Health and Safety Precautions

### **CONDITIONS:**

Students must be provided with the following resources:

- Bath towel
- Facial tissue
- Shoulder cape
- Barber brush
- Regular trimming scissors/thinning scissors
- Cutting comb without tail, coarse-tooth comb, fine
- Water sprayer
- Hair blower
- Assorted hair brushes
- Cutting clips/hair clamps
- Clipper with attachment comb
- Talcum powder
- Blade/razor
- Hair catalogue
- Trolley
- Plain mirror

### **METHODOLOGIES:**

- Lecture
- Discussion
- Demonstration
- Role play

### **ASSESSMENT METHODS:**

- Demonstration
- Interview

## **LO 2. Perform Hair Cutting Activities for Women**

### **ASSESSMENT CRITERIA:**

1. Appropriate hair implements are prepared.
2. Appropriate tools are selected and handled according to styles of hair cut.
3. Hair is sectioned in accordance with standard haircutting procedure.
4. Hair cutting tools are used based on standard procedure and techniques.
5. Proper posture is observed in accordance with principles of ergonomics.

### **CONTENTS:**

- Appropriate tools on haircutting
- Correct use and proper handling of tools
- Sectioning of hair
- Application of cutting techniques
- Proper posture for patron and hairdresser

### **CONDITION:**

Students must be provided with the following resources:

- Tools
  - barber brush
  - cutting scissors
  - cutting comb without tail (fine-tooth comb, coarse-tooth comb)
  - water sprayer
  - assorted brushes
  - cutting clips
  - blade/razor
- Equipment
  - hair blower
  - clipper with attachment comb (hand and electric clipper)
  - trolley
- Materials
  - bath towel
  - tissue
  - shoulder cape
  - talcum powder
  - shampoo
  - hair conditioner
  - hair catalogue

### **METHODOLOGIES:**

- PowerPoint presentation
- Film viewing
- Demonstration
- Lecture/discussion

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

### **LO 3. Perform Polishing Activities**

#### **ASSESSMENT CRITERIA:**

1. Hair is blow dried for cross checking.
2. Sections of the side, nape, top, and front are checked for accuracy of cutting technique application and for finishing touches.
3. An appropriate finishing cutting tool is used to achieve desired hair cut.
4. Appropriate hair finishing touches are applied per customer requirements.
5. Client is addressed about proper hair care/maintenance.
6. Supplies and materials used are recorded and stored according to salon policies and procedure.

#### **CONTENTS:**

- Blow drying techniques
- Checking and applying finishing touches
- Use of appropriate finishing tool
- Proper techniques for making recommendation
- Hair care and maintenance products
- Use and storing of supplies and materials

#### **CONDITIONS:**

Students must be provided with the following resources:

- Tools
  - barber brush
  - cutting scissors
  - cutting comb without tail (fine-tooth comb, coarse-tooth comb)
  - assorted brushes
  - blade/razor
- Equipment
  - hair blower
- Materials
  - shoulder cape
- Supplies
  - facial tissue
  - talcum powder

#### **METHODOLOGIES:**

- Demonstration
- Hands-on activities
- Lecture/discussion

#### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

<b>UNIT OF COMPETENCY</b>	:	PERFORM HAIR CUT
<b>MODULE TITLE</b>	:	PERFORMING HAIR CUTTING FOR MEN
<b>NOMINAL DURATION</b>	:	30 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module presents the knowledge, skills, and attitudes a learner needs in performing haircut for men. It involves teaching skills in conducting initial consultation with the client, assessing their needs, actual cutting of the hair, checking and applying finishing touches, and performing post hair cutting activities.

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. prepare client.
- LO 2. perform men's haircut.
- LO 3. perform finishing touches.
- LO 4. clean and sanitize the workplace, tools, and equipment.

## **LO 1. Prepare Client**

### **ASSESSMENT CRITERIA:**

1. Appropriate courtesy is extended to the client according to salon's policies and procedure.
2. Hair catalog is presented to the client for selection of hairstyle.
3. Hair is analyzed based on condition, texture, density, and length.
4. Hairstyle is agreed, by both client and hairdresser.
5. Protective clothing materials and gadgets are prepared according to Occupational Health and Safety (OHS) rules and regulations.
6. Cutting needs are assessed in accordance with service requirements.

### **CONTENTS:**

- Hair analysis
- Protective clothing and materials
- Handling of tools
- Work values
- Interpreting hair catalog
- Basic styles of hair cut for women
- Factors influencing hair style

### **CONDITION:**

Students must be provided with the following resources:

- Equipment
  - trolley
  - blower
  - clipper with attachment comb
- Tools
  - barber brush
  - cutting scissors
  - cutting comb without tail
  - water sprayer
  - assorted brushes
  - cutting clips
  - blade/razor
- Materials
  - bath towel
  - tissue
  - cape
  - talcum powder
  - hair catalogue

### **METHODOLOGIES:**

- Lecture
- Discussion
- Demonstration



**ASSESSMENT METHODS:**

- Demonstration
- Interview

## **LO 2. Perform Men's Haircut**

### **ASSESSMENT CRITERIA:**

1. Appropriate hair implements are prepared.
2. Appropriate tools are selected and handled according to hair cut styles.
3. Hair is sectioned in accordance with standard haircutting procedure.
4. Correct use of tools is applied based on standard procedures and techniques.
5. Cutting techniques are applied to achieve desired styles of hair cut styles.
6. Proper posture is observed while cutting.
7. Hair is blow dried for cross checking.

### **CONTENTS:**

- Selecting appropriate tools
- Sectioning of hair
- Use of tools
- Cutting techniques
- Proper posture
- Basic hair cut for men

### **CONDITION:**

Students must be provided with the following resources:

- Equipment
  - clipper with attachment comb
  - trolley
  - blower
- Tools
  - barber brush
  - cutting scissors
  - cutting comb without tail
  - water sprayer
  - assorted brushes
  - cutting clips
  - blade/razor
- Materials
  - bath towel
  - tissue
  - cape
  - talcum powder
  - hair catalogue

### **METHODOLOGIES:**

- Lecture
- Discussion
- Demonstration

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

### **LO 3. Perform Finishing Touches**

#### **ASSESSMENT CRITERIA:**

1. Sections of the side, nape, top, and front are checked for accuracy of cutting technique applied and finishing touches are applied.
2. Appropriate finishing haircutting tools are used to achieve desired haircut.
3. Appropriate hair finishing touches are applied per customer requirements.
4. Client is advised about proper hair care/maintenance.

#### **CONTENTS:**

- Application of blow drying techniques
- Checking and applying finishing touches
- Storing of cutting tools
- Shearing techniques
- Types of finishing products
- Interpersonal skills
- Hair care and maintenance products

#### **CONDITION:**

Students must be provided with the following resources:

- Materials
  - tissue
  - cape
  - talcum powder
  - finishing products
- Tools
  - barber brush
  - cutting scissors
  - cutting comb without tail
  - assorted brushes
  - blade/razor
- Equipment
  - blower

#### **METHODOLOGIES:**

- Lecture
- Discussion
- Demonstration

#### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

#### **LO 4. Clean and Sanitize Workplace, Tools, and Equipment**

##### **ASSESSMENT CRITERIA:**

1. Tools, implements, and equipment are cleaned and sanitized in accordance with Occupational Health and Safety (OHS) requirements.
2. Supplies and materials used are cleaned and stored according to salon policies and procedure.
3. Waste items are properly disposed of in accordance with salon policies and procedures.
4. Working area is cleaned in preparation for the next client.

##### **CONTENTS:**

- Cleaning, sanitizing, and storing procedures
- Waste material disposal techniques
- Good housekeeping (5S)
- Relevant (OHS) requirements

##### **CONDITION:**

Students must be provided with the following resources:

- Cleaning materials
- Sterilizers
- Alcohol
- Soap
- Cotton
- Antiseptic solution

##### **METHODOLOGIES:**

- Lecture/discussion
- Demonstration

##### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

<b>UNIT OF COMPETENCY</b>	:	PERFORM PERM HAIR
<b>MODULE TITLE</b>	:	PERFORMING PERMING HAIR
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module presents the knowledge, skills and attitudes a student must have in performing pre and post hair care activities. This includes information on draping the client, proper way of shampooing the hair, and the techniques of blow-drying of hair.

**LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. prepare the client.
- LO 2. perform hair perming.
- LO 3. apply final touches.

**LO 1. Prepare Client**

**ASSESSMENT CRITERIA:**

1. Condition and type of hair are checked and analyzed in accordance with hair elasticity and porosity.
2. Previous treatment applied on hair is determined.
3. Scalp condition is checked, if with disorders.
4. Desired outcome is checked with client for recording and for future reference.
5. Client is provided with personal protective clothing.

**CONTENTS:**

- Checking and analyzing hair and scalp condition
- Determining previous treatment applied
- Scalp disorders
- Checking of desired outcome
- Personal protective clothing provided to the client

**CONDITION:**

Students must be provided with the following resources:

- Materials
  - bath towel
  - tissue paper
  - shoulder cape/neck strip
  - ear pads
  - end papers
  - perming cap
  - rubber gloves
  - shampoo
  - perming lotion
  - neutralizer
  - applicator bottles
  - smock gown
- Tools
  - regular curling rods
  - comb with tail
  - hair clips/hair clamps
  - trimming scissors
- Equipment
  - trolley

**METHODOLOGIES:**

- Chalk and talk
- Teacher demonstration
- Hands-on activities

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test



## **LO 2. Perform Hair Perming**

### **ASSESSMENT CRITERIA:**

1. Necessary tools and equipment, supplies/materials are prepared and used according to salon policies and procedure.
2. Hair is sectioned and wound according to agreed styles.
3. Wave product is selected and used according to hair texture/condition.
4. Wound hair is covered with plastic cap or exposed to dry heat.
5. Progress of wave is monitored in accordance with established procedure.
6. Neutralizer is applied to hair according to manufacturer's instructions.
7. Hair and scalp are slightly massaged using shampoo.
8. Hair is rinsed thoroughly, conditioner is applied, and towel-dried according to standard procedure.
9. Client's safety and comfort are ensured following salon policies and procedure.

### **CONTENTS:**

- Preparation of tools, supplies, and equipment
- Sectioning, cutting, and winding of hair according to agreed styles.
- Selection and usage of wave product according to hair texture/condition
- Winding procedure and techniques
- Monitoring progress of wave
- Application of neutralizer
- Shampooing techniques
- Hair rinsing and conditioning
- Safety and sanitary precautions (in accordance with salon policies)

### **CONDITION:**

Students must be provided with the following resources:

- Materials
  - bath towel
  - tissue paper
  - processing cape/head cap
  - drip pan
  - perming lotion applicator bottles
  - end papers
  - shampoo and conditioner
  - personal protective clothing
  - perming cap
  - salon apron
  - perming lotion
  - neutralizer
  - powder
- Tools
  - hair clamps and clips
  - assorted sizes of curling rods
  - comb with tail
  - barber comb
  - trimming scissors

- Equipment
  - hair dryer
  - trolley
  - mirror

**METHODOLOGIES:**

- Demonstration
- PowerPoint presentation
- Lecture

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

### **LO 3. Apply Final Touches**

#### **ASSESSMENT CRITERIA:**

1. Hair is checked according to agreed outcome.
2. Hair is tapered/trimmed if necessary.
3. Client is advised on appropriate perm maintenance products.
4. Wave products, supplies, and materials are recorded and stored according to salon policy and procedure.

#### **CONTENTS:**

- Checking and applying finishing touches
- Tapering/trimming procedures
- Maintenance of perming products
- Storing of Wave products are stored according to salon policies

#### **CONDITION:**

Students must be provided with the following resources:

- Materials
  - shoulder cape/neck strip
  - talcum powder
  - finishing products
- Tools
  - barber's brush
  - hair cutting scissors
  - wide-toothed comb
- Equipment
  - hair dryer
  - trolley

#### **METHODOLOGIES:**

- Chalk and talk
- Demonstration
- PowerPoint presentation
- Hands-on activities

#### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

<b>UNIT OF COMPETENCY</b>	:	PERFORM HAIR COLOR
<b>MODULE TITLE</b>	:	PERFORMING HAIR COLOR
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>CERTIFICATE LEVEL</b>	:	NC II
<b>MODULE DESCRIPTION</b>	:	This module discusses the knowledge, skills and attitudes a student must have in applying hair color. This also includes information on preparing the client prior to treatment and the actual application of color and post color activities.

**LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. prepare the client.
- LO 2. apply hair color.
- LO 3. perform post color application activity.

## **LO 1. Prepare Client**

### **ASSESSMENT CRITERIA:**

1. Client is consulted with regarding possible allergies and previous hair treatment prior to hair coloring service.
2. Color chart is presented to client.
3. Client is advised on color service options and outcome results.
4. Condition of the hair and scalp is checked and analyzed.
5. Client is advised to remove jewelry and accessories.
6. Client is draped with bath towel and coloring cape.
7. Hair is shampooed ensuring the scalp is not scratched.
8. Hair is completely dried, if shampooed.
9. Protective material is wrapped around the neck to prevent stains.

### **CONTENTS:**

- Condition of hair and scalp
- Techniques in shampooing
- Techniques in draping
- Personality, life style, and skin tone assessment
- Presentation of color chart
- Skin test
- Color theory/color wheel
- Effects of allergies and hair treatment on hair coloring

### **CONDITIONS:**

Students must be provided with the following resources:

- Materials
  - bath towel
  - apron/cape
  - shampoo
  - tissue
  - ear pads
  - color chart
  - mixing bowl
  - tinting bowl
  - rubber gloves/disposable plastic gloves
  - tube squeezer
- Tools
  - hair clip and clamps
- Equipment
  - blower

### **METHODOLOGIES:**

- Lecture/discussion
- Hands-on demonstration

**ASSESSMENT METHODS:**

- Demonstration
- Performance test
- Written report

## **LO 2. Apply Hair Color**

### **ASSESSMENT CRITERIA:**

1. Hair is sub-sectioned according to industry standard.
2. Classification of hair is determined based on consultation and diagnosis.
3. Appropriate developer is selected and mixed with the color according to manufacturer's instructions.
4. Hair color is applied according to basic procedure required.
5. Color is checked through hair strand test following required development time.
6. Product is emulsified to achieve color balance and stain is removed from the area around the nape, hairline and scalp.
7. Hair is rinsed thoroughly with shampoo and conditioner.
8. Client safety and comfort are ensured during the process.

### **CONTENTS:**

- Application of coloring product
- Techniques of emulsifying
- Operation equipment set-up
- Salon policies and procedures
- Procedures in rinsing
- Relevant occupational health and safety requirements
- Timeline in hair coloring process
- Ratio and proportion
- Coloring product
- Kinds and uses of developers
- Color application method
- Classification and uses of hair colorants
- Proper housekeeping (5S)

### **CONDITION:**

Students must be provided with the following resources:

- Materials
  - bath towel
  - apron/cape
  - shampoo
  - tissue
  - ear pads
  - color chart
  - mixing bowl
  - tinting bowl
  - rubber gloves/disposable gloves
  - tube squeezer
  - measuring cup
  - hair coloring product
  - gauze mask
  - timer

- Tools
  - hair clip and clamps

**METHODOLOGIES:**

- Lecture/discussion
- Hands-on demonstration
- Others

**ASSESSMENT METHODS:**

- Demonstration
- Written test
- Performance test



### **LO 3. Perform Post Color Application Activity**

#### **ASSESSMENT CRITERIA:**

1. Evenness of color is checked through visual inspection.
2. Hair is blow-dried according to standard procedure.
3. Tools, materials, implements are cleaned, sanitized, and stored according to salon and Occupational Health and Safety Code rules and regulations.
4. Client is advised on the use of hair care maintenance.
5. Type of color product and method of application are recorded for future reference.

#### **CONTENTS:**

- Storing treatment products
- Good housekeeping
- Hygiene and sanitation
- Hair care maintenance
- Procedure in Recording

#### **CONDITION:**

Students must be provided with the following resources:

- Equipment
  - blower
  - trolley
- Materials
  - bath towel (black)
  - record book
  - hair maintenance product
- Tools
  - brush
  - clamps
  - cleaning tools

#### **METHODOLOGIES:**

- Lecture/discussion
- Demonstration

#### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Performance test

<b>UNIT OF COMPETENCY</b>	:	PERFORM HAIR AND SCALP TREATMENT
<b>MODULE TITLE</b>	:	PERFORMING HAIR AND SCALP TREATMENT
<b>NOMINAL DURATION</b>	:	100 HOURS
<b>MODULE DESCRIPTION</b>	:	This module presents the knowledge, skills, and attitudes in applying hair color. This also includes preparing the client prior to treatment and the actual application of color and post color activity.
<b>CERTIFICATE LEVEL</b>	:	NC II

**SUMMARY OF LEARNING OUTCOMES:**

Upon completion of this module, the students should be able to:

- LO 1. prepare the client.
- LO 2. perform hair spa and hot oil treatment.
- LO 3. perform post hair and scalp treatment activity.

**LO 1. Prepare the Client**

**ASSESSMENT CRITERIA:**

1. Client hair and scalp condition are analyzed according to salon procedure.
2. Client is draped with bath towel with the horizontal edge folded 2 inches outward.
3. Client is shampooed applying basic massage.
4. Hair is towel-dried from the crown area to hair end.
5. Client and operator are advised to remove hair accessories and jewelry prior to hair services.

**CONTENTS:**

- Analysis of hair and scalp condition
- Techniques in draping
- Techniques in shampooing
- Techniques in hair drying
- Removal of hair accessories and jewelry prior to hair services

**CONDITION:**

Students must be provided with the following resources:

- Materials
  - bath towel
  - trolley
  - smock gown
  - salon apron
  - relevant protective clothing
- Live model

**METHODOLOGIES:**

- Lecture and discussion
- PowerPoint presentation
- Hands-on Activities

**ASSESSMENT METHOD:**

- Demonstration
- Interview
- Observation
- Written test
- Performance test

## **LO 2. Perform Hair Spa and Hot Oil Treatment**

### **ASSESSMENT CRITERIA:**

1. Quantity of hair treatment product is determined and prepared according to volume and texture of hair.
2. Appropriate hair treatment product is applied through hair sectioning.
3. Required tools and implement are used according to manufacturer's instruction.
4. Sub section of hair is fully wrapped with aluminum foil at least 1 inch away from the scalp.
5. Each sub section is iron-pressed with temperature of 200 °F starting from at least 1 inch away from the scalp.
6. Foil is left on hair for 30 minutes before it is completely removed
7. Hair is sprinkled and rinsed with tap water.
8. Hair is blow-dried in cold setting; hair is 70% dry and 30% wet
9. Hair is sectioned and iron pressed.
10. Clients comfort and safety are ensured during the entire process.

### **CONTENTS:**

- Application of treatment product
- Techniques in sectioning
- Preparation of tools and supplies
- Techniques in sub sectioning
- Techniques in iron pressing
- Timeline for foil to be completely removed
- Techniques in hair rinsing
- Techniques in blow drying
- Sectioning techniques for iron pressing
- Relevant Occupational Health and Safety Code (OHSC) standards.

### **CONDITIONS:**

Students must be provided/supplied with the following resources:

- Materials
  - bath towel
  - tissues
  - mixing bowl
  - measuring cup
  - hair treatment product/cream
  - ear pads
  - aluminum foil
- Equipment
  - trolley
  - hair iron plate/tinting comb
  - hair blower
- Tools
  - tinting brush
  - tail comb
- Live model

**METHODOLOGIES:**

- Lecture
- Discussion
- Hands-on application

**ASSESSMENT METHODS:**

- Demonstration
- Interview
- Observation

### **LO 3. Perform Post Hair and Scalp Treatment Activity**

#### **ASSESSMENT CRITERIA:**

1. Results of hair treatment are checked thoroughly.
2. Patron is advised on proper hair maintenance to sustain “reborn” treatment.
3. Treatment product is safely kept based on hygiene and safety procedure.
4. Tools and unused materials are segregated and stored according to salon standards.
5. Used supplies/materials are segregated and disposed of according to established procedures.
6. Work station is cleaned according to salon’s policies and procedure.

#### **CONTENTS:**

- Visual inspection
- Hair maintenance guide
- Good housekeeping
- Storage and disposal of treatment product
- Hygiene and sanitation
- Proper housekeeping (5S)

#### **CONDITIONS:**

Students must be provided with the following:

- bath towel
- hair brush/roller hair brush
- trolley
- hair clamps
- cleaning tools

#### **METHODOLOGIES:**

- Lecture and demonstration
- Hands-on activities

#### **ASSESSMENT METHODS:**

- Demonstration
- Interview
- Observation
- Performance test