

**THE REPUBLIC OF KENYA**

**OCCUPATIONAL STANDARD**

**FOR**

**COSMETOLOGIST LEVEL 4**

**OCCUPATIONAL STANDARD CODE:** **1012 354 A**

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**FOREWORD**

Provision of quality education and training is fundamental to the Government’s overall strategy for socio-economic development. Quality education and training contribute to achievement focused on Kenya’s development blueprint and sustainable development goals.

Reforms in the education and training sector are necessary for achievement of Kenya Vision 2030 and meeting the provisions the Constitution of Kenya. The education sector had to be aligned to the Constitution and this resulted in formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 1 of 2019). A key feature of this policy is the change in the design and delivery of TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery that allows for multiple entry and exit in TVET programs.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that this Curriculum has been developed.

It is my conviction that this curriculum will play a great role towards development of competent human resource for the Cosmetology sector’s growth and sustainable development.

**PREFACE**

Kenya Vision 2030 aims to transform the country into a newly industrializing, middle-income country providing high quality life to all its citizens by the year 2030. Kenya intends to create a globally competitive and adaptive human resource base to meet requirements of a rapidly industrializing economy through life-long education and training. TVET has a responsibility of facilitating the process of inculcating knowledge, skills and worker behavior necessary for catapulting the nation to a globally competitive country, hence the paradigm shift to embrace Competency Based Education and Training (CBET).

The Technical and Vocational Education and Training Act No. 29 of 2013 and the Sessional Paper No. 1 of 2019 on Reforming Education and Training in Kenya, emphasized the need toreform curriculum development, assessment and certification. This called for a shift to CBET to address the mismatch between skills acquired through training and skills needed by industry as well as increase the global competitiveness of Kenyan labour force.

This curriculum has been developed in adherence to the Kenya National Qualification Framework and CBETA standards and guidelines. The curriculum is designed and organized into Units of Learning with Learning Outcomes; suggested delivery methods, training/learning resources and methods of assessing the trainee’s achievement. The curriculum is competency-based and allows multiple entry and exit to the course.

I am grateful to the Council Members, Council Secretariat, Cosmetology NSSC, expert workers and all those who participated in the development of this curriculum.

**ACKNOWLEDGEMENT**

This curriculum has been designed for competency-based training and has independent units of learning that allow the trainee flexibility in entry and exit. In developing the curriculum, significant involvement and support was received from industry and various organizations.

I appreciate National Cosmetology Sector Skills Committee who enabled the development of this curriculum. I recognize with appreciation the role of the SSC in ensuring that competencies required by the industry are addressed in this curriculum.

I also thank all stakeholders in the Cosmetology sector for their valuable input and all those who participated in the process of developing this curriculum.

I am convinced that this curriculum will go a long way in ensuring that workers in Cosmetology sector will acquire competencies that will enable them perform their work more efficiently.

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**ACRONYMS**

NEMA National Environment Management Authority

OSH Occupation Safety and Health

OSHA Occupation Safety and Health Act

OSHS Occupational Safety and Health standard

PPE Personal Protective Equipment

TVET Technical and Vocational Education and Training

**KEY TO UNIT CODE**

**Sector / Industry**

**Sub Sector**

**Occupational Area**

**Version Control**

**Unit of Competence Number**

**ISCED level, Programme Orientation and Level of Completion**

xx

x

xxx

x

x

x

**COURSE OVERVIEW**

Cosmetology Level 4 Occupation standard (OS) consists of competencies that an individual must achieve to enable him/her to provide cosmetology services. The OS comprises of providing plaiting and braiding service, conduct barbering service, provide manicure and pedicure service, provide make up service, conduct hair additions service and perform hair styling service.

# SUMMARY OF UNITS OF COMPETENCY

|  |  |  |
| --- | --- | --- |
| **UNITS** | | |
| **UNIT CATEGORY** | **UNIT CODE** | **UNIT NAME** |
| **CORE** | 1012 251 01A | Provide plaiting and braiding service |
| **CORE** | 1012 251 02A | Conduct barbering Service |
| **CORE** | 1012 251 03A | Provide manicure and pedicure service |
| **CORE** | 1012 351 04A | Provide make up service |
| **CORE** | 1012 351 05A | Conduct hair additions service |
| **CORE** | 1012 351 06A | Perform hair styling service |
|  |  | **Industrial attatchment** |
| **GRAND TOTAL** | | |

**PROVIDE PLAITING AND BRAIDING SERVICE**

UNIT CODE**:** 1012 251 01A

**UNIT DESCRIPTION**

This unit covers the competencies required to provide plaiting and braiding services. It involves preparing for plaiting and braiding, performing plaiting and braiding and post plaiting and braiding procedure.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the **key outcomes** which make up **workplace function** | **PERFORMANCE CRITERIA**  These are assess-able statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| Prepare for plaiting and braiding service | * 1. Client consultation is carried out as per work procedure.   2. ***Personal protective gear*** are selected and donned as per work requirement.   3. Client is draped as per service requirement   4. Hair and scalp are analysed as per work procedures**.**   5. ***Plaiting and braiding Tools and equipment*** are assembled and prepared as per work requirement.   6. ***Plaiting and braiding products and supplies*** are prepared as per manufactures instruction |
| Perform plaiting and braiding service | 1. ***Client’s hair and scalp are prepared*** as per service requirements. 2. ***Plaiting and braiding procedure*** is performed as per client requirement. 3. After care advice is provided based on service offered. |
| Perform post plating and braiding procedure | 1. Braiding and plaiting tools and equipment are cleaned and disinfected as per work procedures. 2. Work station is cleaned and waste disposed as per work procedure. 3. ***Braiding and plaiting recyclable supplies*** are cleaned, disinfected and stored as per work procedure. |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variables** | **Range** |
| * + - 1. Personal protective gear may include but not limited to: | * Apron * Face shield * Draper * Towel |
| * + - 1. Plaiting and braiding tools and equipmentmay include but not limited to: | * Crotchet needle * Assorted combs * Scissors * Weaving needles * Blow dryer * Head dummy |
| * + - 1. Plaiting and braiding products and suppliesmay include but not limited to: | * Threads * Hair pieces * Shampoos * Conditioners * Hair food/cream * Braids spray * Sheen spray * Mousse wrap * Moulding gel |
| * + - 1. Client’s hair and scalp preparations may include but not limited to: | * Undoing * Shampooing * Conditioning * Blow drying |
| * + - 1. Plaiting and braidingprocedure may include but not limited to: | * Plain lines /cornrows * Twisting * Three strands * Piece line * Zulu/bantu knots * Crocheting |
| * + - 1. Plaiting and braiding recyclable supplies may include but not limited to***:*** | * Apron * Draper * Towel |

**REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Hygiene and sanitation in plaiting and braiding
* Consultation and client care in plaiting and braiding
* Hair, skin and scalp analysis in plaiting and braiding
* Plaiting and braiding techniques
* Plaiting and braiding products and supplies
* Plaiting and braiding tools and equipment
* Waste disposal in plaiting and braiding
* Ethical issues in cosmetology

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Interpersonal
* Time management
* Problem solving
* Creativity
* Organizational
* Shampooing
* Plaiting
* Sectioning
* Styling
* Twisting
* Braiding

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   * 1. Carried out client consultation as per work procedure.   2. Analyzed hair and scalp as per work procedure**.**   3. Set up workstation for plaiting and braiding service.   4. Performed plaiting and braiding procedure as per client requirement.   5. Cleaned and disinfected plaiting and braiding tools and equipment as per work procedure. |
| 1. Resource Implications | The following resources **must** be provided:  2.1Acess to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place  2.3 Materials relevant to the proposed assessment activity or tasks |
| 1. Methods of Assessment | Competency may be assessed through:   * 1. Practical assessment   2. Project   3. Third party report   4. Portfolio of evidence   5. Oral assessment   6. Written assessment   7. Case study |
| 1. Context of Assessment | Assessment could be conducted:   1. Workplace 2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

**CONDUCT BARBERING SERVICE**

**UNIT CODE:** 1012 251 02A

**UNIT DESCRIPTION**

This unit covers the competencies required to conduct barbering services. It involves preparing for barbering service, performing barbering service and post barbering procedure.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| ELEMENT  These describe the key outcomes which make up workplace function | PERFORMANCE CRITERIA  These are assess-able statements which specify the required level of performance for each of the elements.  *Bold and italicized terms* *are elaborated in the Range* |
| * + - 1. Prepare for barbering service | * 1. Client consultation is carried out as per workplace procedure.   2. ***Personal protective gear*** is selected and donned as per work requirement.   3. Client is draped as per service requirement   4. Hair and scalp are analyzed as per work procedures.   5. ***Barbering tools and equipment***are assembled and prepared as per work requirement.   6. ***Barbering products and supplies***are prepared as per manufacturer’s instructions |
| 1. Perform barbering service | 1. Client’s hair preparation is carried out as per service requirement. 2. ***Barbering procedure*** is performed as per client requirement. 3. ***Barbering associated service***is offered as per client requirement 4. Barbering after care advice is provided as per service offered |
| 1. Perform post barbering procedure | * 1. Barbering tools and equipment are cleaned and disinfected as per work procedure.   2. Barbering work station is cleaned and waste managed and disposed as per work procedure.   3. ***Barbering recyclable supplies*** are cleaned, disinfected and stored as per work procedure |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variables** | **Range** |
| 1. Personal protective gearmay include but not limited to: | * Gloves * Apron/ dust coat * Face shield * Mask * Gown * Cutting collar * Neck strip * Draper |
| 1. Barbering tools and equipment may include but not limited to: | * Clippers – Bald   \_Henn   * Sterilizer * Towel warmer * Smoother * Barbering chair * Washing unit * Mirror * Extension cable * Water heating kettle * Brushes   + Clipper brush   + Neck brush   + Powder brush * Set of combs * Scissors * Razors * Tint bowl * Mini basin * Spray water bottle |
| 1. Barbering products and suppliesmay include but not limited to: | * Spirit (methylated/surgical) * Powder * Hair creams * Shampoos * Conditioners * Massage oils * After shave * Shaving creams * Hair spray * Clipper oil |
| 1. Barbering procedure may include but not limited to: | * Bald * Fade * Level * Creative * Beard shaving |
| 1. Barbering associated servicemay include but not limited to***:*** | * Shampooing * Conditioning * Head and shoulder massage |
| 1. Recyclable suppliesmay include but not limited to: | * Gowns * Towels * Aprons * Cutting collar |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the skills and knowledge required for this unit of competency.

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Hygiene and sanitation in barbering
* Consultation and client care in barbering
* Hair, skin and scalp analysis in barbering
* Barbering techniques
* Massage in barbering
* Barbering products and supplies
* Barbering tools and equipment
* Waste disposal in barbering
* Ethical issues in cosmetology

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Interpersonal
* Time management
* Problem solving
* Creativity
* Organizational
* Shaving
* Shampooing
* Massage
* Styling

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   * 1. Carried out client consultation as per workplace procedure.   2. Analyzed hair and scalp as per work procedures**.**   3. Set up barbering workstation as per workplace procedure   4. Performed barbering procedure as per client requirement.   5. Cleaned and disinfected barbering tools and equipment as per work procedure. |
| 1. Resource Implications | The following resources **should** be provided:  2.1Acess to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place  2.3 Materials relevant to the proposed assessment activity or tasks |
| 1. Methods of Assessment | Competency may be assessed through:   * 1. Practical assessment   2. Project   3. Third party report   4. Portfolio of evidence   5. Oral assessment   6. Written assessment   7. Case study |
| 1. Context of Assessment | Assessment could be conducted:   1. Workplace 2. Simulated workplace |
| 1. Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

**PROVIDE MANICURE AND PEDICURE SERVICE**

**UNIT CODE:** 1012 251 03A

**UNIT DESCRIPTION**

This unit covers the competencies required to provide manicure and pedicure service. It involves preparing for manicure and pedicure service, performing manicure and pedicure and post manicure and pedicure procedures.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the key outcomes which make up workplace function | **PERFORMANCE CRITERIA**  These are assess-able statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| Prepare for manicure and pedicure service | 1. 1. Client consultation is carried out as per work procedure. 2. ***Personal protective gear*** are selected and donned as per work requirement. 3. Client is draped for manicure and pedicure as per service requirement 4. Nail and skin are analyzed as per service requirement**.** 5. ***Manicure and pedicure tools and equipment*** are assembled and prepared as per work requirement. 6. ***Manicure and pedicure products and supplies*** are prepared as per work procedure.   . |
| Perform manicure and pedicure service | 1. Client’s skin and nails are prepared as per service requirement. 2. ***Manicure and pedicure*** ***procedure*** is performed as per client requirement. 3. After care advice is provided based on service offered. |
| Perform post manicure and pedicure service procedure | 1. ***3.1*** Manicure and pedicure tools and equipment are cleaned and disinfected as per work procedures. 2. Work station is cleaned and waste disposed as per work procedure. 3. ***Manicure and pedicure recyclable supplies*** are cleaned, disinfected and stored as per work procedure. |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variable** | **Range** |
| 1. Manicure and pedicur*e* ***tools, and equipment*** may include but not limited to: | * Files * Buffers * Nail brushes * Spatulas * Manicure/pedicure set * Orange stick * Nail peg * Nail scissors * Nail buffer * Corn slicers * Pumice stone * Foot Scrapers * Foot smoother * Cotton wool * Absorbent towels * Foot spa |
| 1. manicure and pedicure ***products and supplies*** may include but not limited to: | * Scrub * Soap/Shower gel * Cuticle cream/gel * Nail polish remover * Nail polish * Sanitizer * Disinfectant * Antiseptic * Dry quick polish * Bowls * Towels * Massage oil * Moisturizers |
| 6. ***manicure and pedicure procedure*** may include but not limited to: | * Basic manicure and pedicure * warm oil manicure * Paraffin wax * Polish application * Gel * Enamel * Nail art techniques * Glitters * Stickers * Stencil * Stamping * Creativity drawing |
| 8.***Recyclable*** supplies may include but not limited to: | * Aprons * Towels * Drapers * Files * Buffers * Nail brushes * Spatulas |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Structurer of the nail, lower and upper limb
* Manicure and pedicure products and Supplies
* Manicure and pedicure tools and equipment
* Nail and skin hygiene and sanitation
* Consultation and client care in Manicure and pedicure
* nail art designs
* basic massage techniques

**Required Skills**

The individual needs to demonstrate the following skills:

* Communication
* Interpersonal
* Problem solving
* Organization
* Technical
* Nail Buffing
* Nail trimming
* Nail filing
* Polish application
* Cuticle care
* Nail art

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Analyzed nail and skin as per service requirement. 2. Assembled and prepared manicure and pedicure tools and equipment as per work requirement. 3. Prepared manicure and pedicure products and supplies as per work procedure. 4. Performed manicure and pedicure procedure as per client requirement. 5. Cleaned and disinfected manicure and pedicure tools and equipment as per work procedures. 6. Cleaned work station and disposed waste as per work procedure. |
| 1. Resource implications | The following resources should be provided:  2.1 Appropriately simulated environment where assessment can take place  2.2 Access to relevant work environment  2.3Resources relevant to the proposed activities or tasks |
| 3.Methods of assessment | Competency in this unit may be assessed through:  3.1 Practical assessment  3.2 Project  3.3 Portfolio of evidence  3.4 Written assessment  3.5 Oral assessment |
| 4.Context of assessment | 4.1 This competency may be assessed may be assessed in a workplace or a simulated workplace |
| 1. Guidance information+3n for assessment | Holistic assessment with other units relevant to the industry sector and workplace job role is recommended. |

## PROVIDE MAKE-UP SERVICES

**UNIT** CODE: 1012 351 04A

**UNIT DESCRIPTION**

This unit covers the competencies required to provide make-up service. It involves preparing for make-up service; performing make-up service and perform post make up procedure.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the **key outcomes** which make up **workplace function** | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Prepare for makeup service | 1. Client consultation is carried out as per work procedure. 2. Personal protective gears are selected and donned as per work requirement. 3. Client is draped for skin make up as per service requirement. 4. Client’s skin is analyzed for makeup service as per work procedure**.** 5. ***Skin make up*** ***tools and equipment*** are assembled and prepared as per work requirement. |
| 1. Perform make up service | 1. Client’s skin is prepared for make up as per service requirements. 2. ***Skin make up procedure*** is performed as per client requirement. 3. Skin make up after care advice is provided as per service offered. |
| 1. Perform post skin make up procedure. | 1. ***Skin make up tools and equipment*** are cleaned and disinfected based on work procedure. 2. Skin make up work station is cleaned and waste disposed as per workplace procedure. 3. ***Skin make up recyclable supplies*** are cleaned, disinfected and stored as per workplace procedure. |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variables** | **Range** |
| 1. Skin make up products and suppliesmay include but not limited to; | * Sanitizers * Cleansers * Toners * Primer * Moisturizers * Make up foundation * Face Powder * Concealer * Bronzer * Blusher * Highlighter * Mascara * Eye shadow * Eyeliner * Setting spray * Assorted towels * Gowns * Disposable rubber gloves * Apron |
| 1. Skin make up tools and equipment may include but not limited to; | * Make -up brushes * Make up sponges * Spatulas * Applicator * Make up coach * Trolley * Magnifying lamp |
| 1. Skin make up proceduremay include but not limited limited to: | * Day make up * Evening * Office * Fantasy * Runway * Themed * Bridal * Studio * Special effect * Eyebrow shaping   + Tweezing   + Threading   + Razor * Face painting * Henna tattooing * Micro blending * Ear lobe piecing |
| 1. Skin make up recyclable supplies may include but not limited to: | * Aprons * Towels * Drapers * Make up sponges * Make up brushes |
| 5. waste management | * Land fills * Burning * Composting * Use of waste bins |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required knowledge**

The individual needs to demonstrate knowledge of:

* Health and safety in skin makeup
* Skin makeup products and supplies
* Skin types
* Skin makeup service tools and equipment
* Colour selection
* Skin makeup trends
* Types of skin makeup

**Required skills**

The individual needs to demonstrate the following skills:

* Communication
* Creativity
* Interpersonal
* Time management
* Problem solving

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills range.

|  |  |
| --- | --- |
| 1. Critical aspects of competency | Assessment requires evidence that the candidate:   1. Analyzed client’s skin for makeup service as per work procedure**.** 2. Assembled and preparedskin make up tools and equipmentas per work requirement. 3. Prepared skin make upproductsand suppliesbased on work requirement. 4. Performed skin make up procedure as per client requirement. 5. Provided skin make up after care advice as per service offered. 6. Cleaned and disinfected skin make up tools and equipment based on work procedure. 7. Cleaned skin make up work station and disposed waste as per workplace procedure. |
| 1. Resource implications | The following resources should be provided:  2.1 Appropriately simulated environment where assessment can take place   * 1. Access to relevant work environment   2.3 Resources relevant to the proposed activities or tasks |
| 1. Methods of assessment | Competency in this unit may be assessed through:   * 1. Practical assessment   2. Portfolio of evidence   3. Written assessment   4. Oral assessment   5. Project |
| 1. Context of assessment | Assessment could be conducted:   * 1. Workplace   2. Simulated workplace |
| 1. Guidance information for assessment | 1. Holistic assessment with other units relevant to the industry sector and workplace job role is recommended. |

## CONDUCT HAIR ADDITION SERVICE

**UNIT CODE:** 1012 351 05A

**UNIT DESCRIPTION**

This unit covers the competencies required to conduct hair addition service. It involves Preparing for hair addition service, performing hair addition and post hair addition service procedure.

**ELEMENTS AND PERFORMANCE CRITERIA**

|  |  |
| --- | --- |
| **ELEMENT**  These describe the **key outcomes** which make up **workplace function** | **PERFORMANCE CRITERIA**  These are assess-able statements which specify the required level of performance for each of the elements.  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Prepare for hair addition service | * 1. Client consultation is carried out as per workplace procedure.   2. ***Personal protective gear*** are selected and donned as per work requirement.   3. Client is draped as per service requirement   4. Hair and scalp are analyzed as per work procedure**.**   5. ***Hair addition*** ***tools and equipment*** are assembled and prepared as per work requirement.   6. ***Hair addition*** ***products and supplies*** are prepared as per manufacturer's instruction |
| 2. Perform hair addition service | * 1. ***Client’s hair preparation*** is carried out as per service requirement.   2. ***Hair addition procedure*** is performed as per client requirement and work procedure.   3. ***Finishing aids*** is applied as per client’s specification and work procedure.   4. After care advice is provided as per service offered. |
| 3. Perform post hair addition service procedure | 1. Hair addition tools and equipment are cleaned and disinfected as per workplace procedure. 2. Work station is cleaned and waste managed and disposed as per workplace procedure. 3. ***Recyclable supplies*** are cleaned, disinfected and stored as per workplace policy. |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

|  |  |
| --- | --- |
| **Variables** | **Range** |
| 1. Personal protective gear may include but not limited to: | * Drapers * Towels * Aprons * Ear muffs * Face shield |
| 2.Hair addition tools and equipmentmay include but not limited to: | * Crotchet hook * Assorted combs * Scissors * Assorted weaving needle * Blow dryer * Hood dryers * Head dummies |
| 3.Hair addition products and suppliesmay include but not limited to: | * Braids * Thread * Shampoo * Conditioners * Hair food * Braids spray * Sheen spray * Mouse wrap * Molding gel * Treatment |
| 4.Preparation of clients’ hairfor hair addition service may include but not limited to: | * Undoing * Shampooing * Conditioning * Trimming * Blow drying |
| 5.Hair additions proceduremay include but not limited to: | * Ghanaians * Ethiopian lines * Drop lines * weaving |
| 6.Finishing aids may include but not limited to: | * Braids spray * Sheen spray * Mousse * Braid cleanser * Curl moisturizer |
| 7.Recyclable supplies may include but not limited to: | * Aprons * Drapers * Towels |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the skills and knowledge required for this unit of competency.

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* Hygiene and sanitation in hair addition.
* Health and safety in hair addition.
* Consultation and client care in hair addition.
* Hair, skin and scalp analysis
* Styling
* Trichology
* Shampooing and conditioning
* Hair addition associated products
* Hair addition tools and equipment

**Required Skills**

The individual needs to demonstrate the following skills:

* Design
* Communication
* Time management
* Problem solving
* Analytical
* Hair addition techniques
* Sstyling techniques
* Record keeping

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|  |  |
| --- | --- |
| 1.Critical Aspects of Competency | Assessment requires evidence that the candidate:   * 1. Carried out client consultation as per workplace procedure.   2. Draped client as per service requirement   3. Analyzed hair and scalp as per work procedure**.**   4. Set up hair addition workstation as per work requirement   5. Carried out client’s hair preparation as per service requirement.   6. Performed hair addition procedure as per client requirement and work procedure.   7. Cleaned and disinfected hair addition tools and equipment as per workplace procedure. |
| 2.Resource Implications | The following resources **must** be provided:  2.1Acess to relevant workplace where assessment can take place  2.2 Appropriately simulated environment where assessment can take place   * 1. Materials relevant to the proposed assessment activity or tasks |
| 3.Methods of Assessment | Competency may be assessed through:  3.1Practical assessment   * 1. Project   2. Third party report   3. Portfolio of evidence   3.5Oral assessment   * 1. Written assessment   2. Case study |
| 4.Context of Assessment | Assessment could be conducted:  4.1Workplace  4.2Simulated workplace |
| 5.Guidance information for assessment | Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |

## PERFORM HAIR STYLING SERVICE

**UNIT CODE:** 1012 351 06A

**UNIT DESCRIPTION**

This unit covers the competencies required to perform hair styling. It involves preparation for hair styling, performing hair styling service and post hair styling service.

**ELEMENTS AND PERFORMANCE CRITERIA**

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| **ELEMENT**  These describe the **key outcomes** which make up **workplace function** | **PERFORMANCE CRITERIA**  These are **assessable** statements which specify the required level of performance for each of the elements  ***Bold and italicized terms*** ***are elaborated in the Range*** |
| 1. Prepare for hair styling | 1. Client consultation is carried out as per workplace procedure. 2. ***Personal protective gear*** is selected and donned as per work requirement. 3. Client is draped for hair styling as per service requirement. 4. Hair and scalp are analyzed as per work procedures. 5. ***Hair styling Tools and equipment***are assembled and prepared as per work requirement. 6. ***Hair styling products and supplies*** are prepared as per manufacturer's instruction |
| 1. Perform hair styling service | 1. Client’s ***hair preparation*** is carried out*as* per service requirement. 2. ***Styling procedure*** is performed as per the client requirement. 3. After care advice is provided as per service offered |
| 1. Perform post hair styling service | 1. Tools and equipment are cleaned and disinfected as per manufacturers’ instructions. 2. Work station is cleaned and waste disposed as per work procedure. 3. ***Recyclable supplies*** are cleaned, disinfected and stored as per work procedure. |

**RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

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| **Variables** | **Range** |
| 1. ***Personal protective gear*** may include but not limited to: | * Apron * Draper * Towels * Gloves * Ear muffs/caps * Face shield * shower cap |
| 1. ***Hair styling Tools and equipment*** may include but not limited to: | * **Equipment** * Hood dryer * Head steamer * Stove tong * Professional trolley * Sterilizing cabinet * **Tools** * Blow dryer * Flat iron * Curling iron * Crimping iron * Tint bowls * Tint brush * Set of combs * Blow styling brush * Styling pins * Sectioning clips * Rollers * Rods * Spatulas |
| 1. ***Hair styling products and supplies*** may include but not limited to: | * Shampoo * Conditioner * hair food * hair sprays * setting lotions * mounding gel * spritz * mousse * hair moisturizers * styling gel * curl activator gel * disinfectant * cotton wool * dust bin * dust pan * broom/mop |
| 1. ***hair preparation*** may include but not limited to: | * Shampooing * Conditioning * Straightening |
| 1. ***Styling procedure*** may include but not limited to: | * Thermal styling * roller setting * Gel styling * Themed styling * Natural hair styling * Hair addition styling * Pin curls * Finger waves * Dreadlocks * Straw set * Zulu/ bantu knots * Twists * folds * Twist outs |
| 1. ***Recyclable supplies*** may include but not limited to: | * Aprons * Drapers * Towels * Ear muffs/caps * Face shields |

**REQUIRED KNOWLEDGE AND SKILLS**

This section describes the knowledge and skills required for this unit of competency.

**Required Knowledge**

The individual needs to demonstrate knowledge of:

* hygiene and sanitation in hair styling
* health and safety in hair styling
* ethics and etiquette in cosmetology
* Consultation and client care
* Principles of hair, skin and scalp analysis
* Hair trimming and styling techniques
* Trichology
* Shampooing and conditioning
* Hair styling products
* Hair styling tools and equipment
* Waste disposal in hair styling.
* Emerging issues in hair styling
* Required Skills

The individual needs to demonstrate the following skills:

* Creativity
* Communication
* Interpersonal
* Time management
* Team work
* Complaints handling
* Negotiation
* Analytical
* Problem solving
* Critical thinking
* Organizational
* Entrepreneurial

**EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

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| 1. Critical Aspects of Competency | Assessment requires evidence that the candidate:   1. Carried out client consultation as per workplace procedure. 2. Analyzed hair and scalp as per work procedure. 3. Set up hair styling workstation as per work requirement. 4. Prepared client’s hair as per service requirement. 5. Performed styling procedure as per client requirement. 6. Cleaned and disinfected workstation, tools and equipment and disposed waste as per work procedure. |
| 1. Resource Implications | The following resources **must** be provided:   1. Access to relevant workplace where assessment can take place 2. Appropriately simulated environment where assessment can take place 3. Materials relevant to the proposed assessment activity or tasks |
| 1. Methods of Assessment | Competency may be assessed through:   1. Practical assessment 2. Written assessment 3. Portfolio of evidence 4. Third party report 5. Oral questioning 6. Project. |
| 1. Context of Assessment | Assessment could be conducted:   1. Workplace 2. Simulated workplace environment |
| 1. Guidance information for assessment | 1. Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended. |