



COMPETENCY STANDARD
FOR
Hair Dressing

(Informal Sector)

Level: 1

Competency Standard Code: CSIS0003L1V1

National Skills Development Authority
Prime Minister's Office, Bangladesh

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Introduction

The NSDA aims to enhance an individual's employability by certifying completeness with skills. NSDA works to expand the skilling capacity of identified public and private training providers qualitatively and quantitatively. It also aims to establish and operationalize a responsive skill ecosystem and delivery mechanism through a combination of well-defined set of mechanisms and necessary technical supports.

Key priority economic growth sectors identified by the government have been targeted by NSDA to improve current job skills along with existing workforce to ensure required skills to industry standards. Training providers are encouraged and supported to work with industry to address identified skills and knowledge to enable industry growth and increased employment through the provision of market responsive inclusive skills training program. "**Hair Dressing**" is selected as one of the priority occupations of **Informal** Sector. This standard is developed to adopt a demand driven approach to training with effective inputs from Industry Skills Councils (ISC's), employer associations and employers.

Generally, a competency standard informs curriculum, learning materials, assessment and certification of trainees enrolled in Skills Training. Trainees who successfully pass the assessment will receive a qualification in the National Technical and Vocational Qualification Framework (NTVQF) and will be listed on the NSDA's online portal.

This competency standard is developed to improve skills and knowledge in accordance with the job roles, duties and tasks of the occupation and ensure that the required skills and knowledge are aligned to industry requirements. A series of stakeholder consultations, workshops were held to develop this document.

The document also details the format, sequencing, wording and layout of the Competency Standard for an occupation which is comprised of Units of Competence and its corresponding Elements.

Overview

A **competency standard** is a written specification of the knowledge, skills and attitudes required for the performance of an occupation, trade or job corresponding to the industry standard of performance required in the workplace.

The purpose of a competency standards is to:

- provide a consistent and reliable set of components for training, recognising and assessing people's skills, and may also have optional support materials
- enable industry recognised qualifications to be awarded through direct assessment of workplace competencies
- encourage the development and delivery of flexible training which suits individual and industry requirements
- encourage learning and assessment in a work-related environment which leads to verifiable workplace outcomes

Competency standards are developed by a working group comprised of representative from NSDA, Key Institutions, ISC, and industry experts to identify the competencies required of an occupation in **Informal Sector**.

Competency standards describe the skills, knowledge and attitude needed to perform effectively in the workplace. CS acknowledge that people can achieve technical and vocational competency in many ways by emphasizing what the learner can do, not how or where they learned to do it.

With competency standards, training and assessment may be conducted at the workplace or at training institute or any combination of these.

Competency standards consist of a number of units of competency. A unit of competency describes a distinct work activity that would normally be undertaken by one person in accordance with industry standards.

Units of competency are documented in a standard format that comprises of:

- unit title
- nominal duration
- unit code
- unit descriptor
- elements and performance criteria
- variables and range statement
- curricular content guide
- assessment evidence guide

Together, all the parts of a unit of competency:

- describe a work activity
- guide the assessor to determine whether the candidate is competent or not yet competent

The ensuing sections of this document comprise of a description of the relevant occupation, trade or job with all the key components of a unit of competency, including:

- a chart with an overview of all Units of Competency for the relevant occupation, trade or job including the Unit Codes and the Unit of Competency titles and corresponding Elements
- the Competency Standard that includes the Unit of Competency, Unit Descriptor, Elements and Performance Criteria, Range of Variables, Curricular Content Guide and Assessment Evidence Guide.

**Competency Standards for National Skill Certificate –1 in
Hair Dressing in Informal Sector**

NSQF Level Descriptors of NTVQF / NSQF (BNQF 1-6)

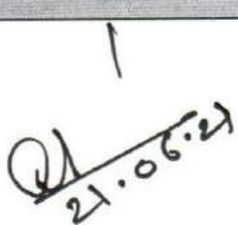
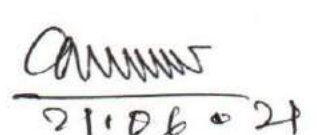

Level & Job classification	Knowledge Domain	Skills Domain	Responsibility Domain
6-Mid-Level Manager/ Sub Assistant Engineer	Comprehensive actual and theoretical knowledge within a specific work or study area with an awareness of the validity and limits of that knowledge, able to analyse, compare, relate and evaluate.	Specialised and wider range of cognitive and practical skills required to provide leadership in the development of creative solutions to defined problems. Communicate professional issues and solutions to the team and to external partners/users.	Work under broad guidance and self-motivation to execute strategic and operational plan/s. Lead lower-level management. Diagnose and resolve problems within and among work groups.
5-Supervisor	Broad knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to scrutinize and break information into parts by identifying motives or causes.	Broad range of cognitive and practical skills required to generate solutions to specific problems in one or more work or study areas. Communicate practice-related problems and possible solutions to external partners.	Work under guidance of management and self-direction to resolve specific issues. Lead and take responsibility for the work and actions of group/team members. Bridge between management.
4-Highly Skilled Worker	Broader knowledge of the underlying, concepts, principles, and processes in a specific work or study area, able to solve problems to new situations by comparing and applying acquired knowledge.	A range of cognitive and practical skills required to accomplish tasks and solve problems by selecting and applying the full range of methods, tools, materials and information. Communicate using technical terminology and IT technology with partners and users as per workplace requirements.	Work under minimal supervision in specific contexts in response to workplace requirements. Resolve technical issues in response to workplace requirements and lead/guide a team/ group.
3-Skilled Worker	Moderately broad knowledge in a specific work or study area, able to perceive ideas and abstract from drawing and design according to workplace requirements.	Basic cognitive and practical skills required to use relevant information in order to carry out tasks and to solve routine problems using simple rules and tools. Communicate with his team and limited external partners upholding the values, nature and culture of the workplace	Work or study under supervision with considerable autonomy. Participate in teams and responsible for group coordination.
2-Semi Skilled Worker	Basic understanding of underpinning knowledge in a specific work or study area, able to interpret and apply common occupational terms and instructions.	Skills required to carry out simple tasks, communicate with his team in the workplace presenting and discussing results of his work with required clarity.	Work or study under supervision in a structured context with limited scope of manipulation
1 –Basic Skilled Worker	Elementary understanding of ability to interpret the underpinning knowledge in a specific study area, able to interpret common occupational terms and instructions.	Specific Basic skills required to carry out simple tasks. Interpret occupational terms and present the results of own work within guided work environment/ under supervision.	Work under direct supervision in a structured context with limited range of responsibilities.

List of Abbreviations

- CS** - Competency Standard
- GAD** - Gender and Development
- ISC** - Industry Skills Council
- NSDA** - National Skills Development Authority
- NSQF** - National Skills Qualifications Framework
- OSH** - Occupational Safety and Health
- PPE** - Personal Protective Equipment
- SCVC** - Standards and Curriculum Validation Committee
- STP** - Skills Training Provider
- SOP** - Standard Operating Procedure
- UoC** - Unit of Competency

Approval of Competency Standard

Members of the Approval Committee:

Member	Signature
Dulal Krishna Saha Executive Chairman (Secretary) NSDA	 21.06.21
Md. Nurul Amin Member (Admin & Finance) and Member (Skills Standard & Certification) Joint Secretary NSDA	 21.06.21
Alif Rudaba Member (Planning & Skills Standard) and Member (Skills Standard & Certification) Joint Secretary NSDA	


21.06.21

Dulal Krishna Saha

Executive Chairman (Secretary)
National Skills Development Authority

Date:

**Competency Standards for National Skill Certificate –1 in
Hair Dressing in Informal Sector**

Course Structure

SL	Unit Code and Title		UoC Level	Nominal (Hours)
Generic Competencies				60
1.	GU001L2V1	Perform computations using basic mathematical concepts	1	15
2.	GU002L2V1	Apply Occupational Safety and Health (OSH) Procedure in the Workplace	1	15
3.	GU012L2V1	Communicate in the workplace	1	30
Sector Specific Competencies				20
4.	SUCS0012L1V1	Work in the Beauty Care Areas	1	20
Occupation Specific Competencies				280
5.	OUHD001L1V1	Perform Basic Haircutting	1	100
6.	OUHD002L1V1	Apply Shampoo and conditioner	1	20
7.	OUHD003L1V1	Perform Basic Hair Coloring	1	80
8.	OUHD004L1V1	Perform Basic Hair Perming	1	80
Total Nominal Learning Hours				360

Units & Elements at Glance

Generic Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
GU001L2V1	Perform computations using basic mathematical concepts	<ol style="list-style-type: none"> 1. Identify calculation requirements in the workplace 2. Select appropriate mathematical methods for the calculation 3. Use tool/instrument to perform calculations 	15
GU002L2V1	Apply occupational safety and health (OSH) procedure in the workplace	<ol style="list-style-type: none"> 1. Identify OSH policies and procedures 2. Follow OSH procedures 3. Report hazards and risks 4. Respond to emergencies 5. Maintain personal well-being 	15
GU012L2V1	Communicate in the workplace	<ol style="list-style-type: none"> 1. Receive verbal instructions 2. Interpret verbal and written information/instruction 3. Convey instructions using verbal and written forms of communication 4. Complete written documentation 5. Participate in work place meetings and discussions 	30
Total Hours:			60

Sector Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
SUCS0012L1V1	Work in the Beauty Care Areas	<ol style="list-style-type: none"> 1. Describe the organization structure within the sector 2. Identify processes and procedures 3. Identify tools, equipment and materials 4. Identify workplace requirements 5. Organize own workload 	20
Total Hours:			20

Occupation Specific Competencies

Code	Unit of Competency	Elements of Competency	Duration (Hours)
OUHD001L1V1	Perform Basic Haircutting	<ol style="list-style-type: none"> 1. Prepare client 2. Cut hair 3. Apply finishing touches 4. Perform post services activities 	100
OUHD002L1V1	Apply Shampoo and conditioner	<ol style="list-style-type: none"> 1. Prepare client 2. Perform shampooing and conditioning 3. Perform post service activities 	20
OUHD003L1V1	Perform Basic Hair Coloring	<ol style="list-style-type: none"> 1. Prepare Client 2. Apply Hair color 3. Perform post service activities 	80
OUHD004L1V1	Perform Basic Hair Perming	<ol style="list-style-type: none"> 1. Prepare client 2. Perm hair 3. Apply finishing touches 4. Perform post-service activities 	80
Total Hours			280

Generic Competencies

Unit Code and Title	GU001L2V1: Perform Computations Using Basic Mathematical Concepts
Nominal Hours	15 Hours
Unit Descriptor	This unit of competency requires the knowledge, skills and attitude to perform computations using basic mathematical concepts in the workplace. It specifically includes the tasks of identifying calculation requirements in the workplace, selecting appropriate mathematical method/concept for the calculation and using appropriate instruments/tools to perform calculation.
Elements of Competency	Performance Criteria Bold & Underlined terms are elaborated in the Range of Variables Training Components
1. Identify calculation requirements in the workplace	1.1 Job requirements are identified 1.2 Measurements are selected in accordance with job requirement 1.3 Calculation requirements are identified from workplace information
2. Select appropriate mathematical methods for the calculation.	2.1 Mathematical methods are identified 2.2 Appropriate method is selected to carry out the calculation requirements 2.3 Tolerance and clearance limits are identified and adjusted according to the job requirements
3. Use tool/instrument to perform calculations	3.1 Work instructions are confirmed and applied to the job in hand 3.2 Materials to be measured are identified as per job specification 3.3 Appropriate tool/ instrument is selected based on materials to be measured
Range of Variables	
Variable	Range (may include but not limited to)
1. Measurements	1.1 Length 1.2 Width 1.3 Weight 1.4 Tolerance
2. workplace information	2.1 Job Order 2.2 Design 2.3 Working drawing 2.4 Verbal instructions 2.5 Written Instruction
3. Appropriate method	3.1 Addition 3.2 Subtraction 3.3 Division 3.4 Multiplication 3.5 Conversion 3.6 Percentage and ratio calculation
4. Tool/ Instrument	4.1 Calculator 4.2 Scale

	<p>4.3 Measuring tape</p> <p>4.4 Marker</p>
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</p>	
1. Critical Aspects of Competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 identified calculation requirements from workplace information</p> <p>1.2 selected appropriate method to carry out the calculation requirements</p> <p>1.3 selected measurements</p> <p>1.4 selected appropriate methods</p> <p>1.5 completed calculations using appropriate tools/instruments</p>
2. Underpinning Knowledge	<p>2.1. Numerical concept</p> <p>2.2. Basic mathematical methods such as addition, subtraction, multiplication and division and percentage.</p> <p>2.3. Mathematical language, symbols and terminology.</p> <p>2.4. Measuring units</p>
3. Underpinning Skills	<p>3.1 Interpret numerical concept</p> <p>3.2 Interpret mathematical methods</p> <p>3.3 Interpret mathematical language, symbols and terminology.</p> <p>3.4 Interpret measuring units</p>
4. Underpinning Attitudes	<p>4.1. Commitment to occupational health and safety</p> <p>4.2. Environmental concerns</p> <p>4.3. Eagerness to learn</p> <p>4.4. Tidiness and timeliness</p> <p>4.5. Respect for rights of peers and seniors in workplace</p> <p>4.6. Communication with peers and seniors in workplace</p>
5. Resource Implications	<p>5.1. Work place Procedure</p> <p>5.2. Materials relevant to the proposed activity</p> <p>5.3. All tools, equipment, material and documentation required.</p> <p>5.4. Relevant specifications or work instructions</p>
6. Methods of Assessment	<p>6.1. Written Test</p> <p>6.2. Demonstration</p> <p>6.3. Oral Questioning</p> <p>6.4. Portfolio</p>
7. Context of Assessment	<p>7.1. Competency assessment must be done in a NSDA accredited assessment center</p> <p>7.2. Assessment should be done by an NSDA certified/ nominated assessor</p>
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national skills qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit Code and Title	GC002L2V1: Apply Occupational Safety and Health (OSH) Procedure in The Workplace
Unit Descriptor	This unit covers the knowledge, skills and attitudes (KSA) required in applying occupational safety and health (OSH) procedures in the workplace. It specifically includes identifying OSH policies and procedures, following OSH procedure, reporting to emergencies, and maintaining personal well-being.
Nominal Hours	15 Hours
Elements of Competency	Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables
1. Identify OSH policies and procedures.	1.1. <u>OSH policies</u> and <u>safe operating procedures</u> are accessed and stated. 1.2. <u>Safety signs and symbols</u> are identified and followed. 1.3. Emergency response, evacuation procedures and other contingency measures are determined according to workplace requirements.
2. Follow OSH procedure	2.1 <u>Personal protective equipment (PPE)</u> is selected and collected as required. 2.2 Personal protective equipment (PPE) is correctly used in accordance with organization OSH procedures and practices. 2.3 A clear and tidy workplace is maintained as per workplace standard. 2.4 PPE is maintained to keep them operational and compliant with OSH regulations.
3. Report hazards and risks.	3.1 <u>Hazards</u> and risks are identified, assessed and controlled. 3.2 Incidents arising from hazards and risks are reported to designated authority.
4. Respond to emergencies	4.1 Alarms and warning devices are responded. 4.2 Workplace <u>emergency procedures</u> are followed. 4.3 <u>Contingency measures</u> during workplace accidents, fire and other emergencies are recognized and followed in accordance with organization procedures. 4.4 First aid procedures is applied during emergency situations.
5. Maintain personal well-being	5.1 OSH policies and procedures are adhered to. 5.2 OSH awareness programs are participated in as per workplace guidelines and procedures. 5.3 Corrective actions are implemented to correct unsafe condition in the workplace.

	5.4 “Fit to work” records are updated and maintained according to workplace requirements.
Range of Variables	
Variables	Range (may include but not limited to):
1. OSH Policies	1.1. Bangladesh standards for OSH 1.2. Fire Safety Rules and Regulations 1.3. Code of Practice 1.4. Industry Guidelines
2. Safe Operating Procedures	2.1 Orientation on emergency exits, fire extinguishers, fire escape, etc. 2.2 Emergency procedures 2.3 First Aid procedures 2.4 Tagging procedures 2.5 Use of PPE 2.6 Safety procedures for hazardous substances
3. Safety Signs and symbols	3.1 Direction signs (exit, emergency exit, etc.) 3.2 First aid signs 3.3 Danger Tags 3.4 Hazard signs 3.5 Safety tags 3.6 Warning signs
4. Personal Protective Equipment (PPE)	4.1 Gas Mask 4.2 Gloves 4.3 Safety boots 4.4 Face mask 4.5 Overalls 4.6 Goggles and safety glasses 4.7 Sun block 4.8 Chemical/Gas detectors
5. Hazards	5.1 Chemical hazards 5.2 Biological hazards 5.3 Physical Hazards 5.4 Mechanical and Electrical Hazard 5.5 Mental hazard 5.6 Ergonomic hazard
6. Emergency Procedures	6.1 Fire fighting 6.2 Earthquake 6.3 Medical and first aid 6.4 evacuation`
7. Contingency measures	7.1 Evacuation 7.2 Isolation 7.3 Decontamination

8. "Fit to Work" records	8.1 Medical Certificate every year 8.2 Accident reports, if any 8.3 Eye vision certificate
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent, recent and meet all requirements of current version of the Unit of Competency	
1. Critical aspects of competency	Assessment required evidence that the candidate: <ul style="list-style-type: none"> 1.1 stated OSH policies and safe operating procedures 1.2 followed safety signs and symbols 1.3 used personal protective equipment (PPE) 1.4 maintained workplace clear and tidy 1.5 assessed and Controlled hazards 1.6 followed emergency procedures 1.7 followed contingency measures 1.8 implemented corrective actions
2. Underpinning knowledge	<ul style="list-style-type: none"> 2.1 Define OSH 2.2 OSH Workplace Policies and Procedures 2.3 Work Safety Procedures 2.4 Emergency Procedures 2.5 Hazard control procedure 2.6 Different types of Hazards 2.7 PPE and there uses 2.8 Personal Hygiene Practices 2.9 OSH Awareness
3. Underpinning skills	<ul style="list-style-type: none"> 3.1 Accessing OSH policies 3.2 Handling of PPE 3.3 Handling cleaning tools and equipment 3.4 Writing report 3.5 Responding to emergency procedures
4. Required attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Sincere and honest to duties 4.3 Promptness in carrying out activities 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect of peers and seniors in workplace 4.8 Communicate with peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1 Workplace 5.2 Equipment and outfits appropriate in applying safety measures 5.3 Tools, equipment, materials and documentation required

	5.4 OSH Policies and Procedures
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral Questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor
<p>Accreditation Requirements</p> <p>Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.</p>	

Unit code and Title	GU012L2V1: Communicate in The Workplace
Nominal Hours	30 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes (KSAs) required to communicate in the workplace.</p> <p>It includes the use of verbal and written forms of communication to receive, interpret, convey, and document information/instruction using appropriate communication equipment.</p>
Elements of Competency	<p>Performance Criteria <u>Bold & Underlined</u> terms are elaborated in the Range of Variables Training Components</p>
1. Receive verbal instructions.	<p>1.1 Instructions are accessed and interpreted</p> <p>1.2 Questions are asked to clarify understanding or gain more information.</p> <p>1.3 Information/instruction is recorded.</p>
2. Interpret verbal and written information/instruction	<p>2.1 <u>Written instructions</u> are interpreted.</p> <p>2.2 Work <u>signage's</u> are properly responded.</p> <p>2.3 Routine written instructions are followed in sequence.</p> <p>2.4 Feedback is given to workplace supervisor.</p>
3. Convey instructions using verbal and written forms of communication	<p>3.1 Relevant <u>communication</u> methods are used to transmit instructions.</p> <p>3.2 Appropriate non-verbal communication is used.</p> <p>3.3 Channels of communication are identified and followed</p> <p>3.4 Communication <u>tools and equipment</u> are operated and faults are identified and reported.</p> <p>3.5 Information is conveyed using appropriate <u>forms</u>.</p>
4 Complete written documentation	<p>4.1 All required <u>documentation</u> is completed</p> <p>4.2 Workplace data are recorded</p> <p>4.3 Written information/instruction is passed to personnel.</p>
5.Participate in work place meetings and discussions	<p>5.1 Meetings are attended regularly and on time.</p> <p>5.2 Meeting inputs are consistent with the meeting purpose and established protocols.</p> <p>5.3 Opinions are expressed without interruption.</p> <p>5.4 Meeting outputs are processed and implemented.</p>
Range of Variables	
Variable	Range (may include but not limited to):
1. Written instructions	<p>1.1 Supervisor's/Manager's Instructions</p> <p>1.2 Memoranda</p> <p>1.3 Rules and Regulations</p> <p>1.4 Signage</p>

	1.5 Approved Work Plan 1.6 External communications
2. Workplace guidelines	2.1 Labor Policies and Guidelines 2.2 Written Instructions 2.3 Operations Manual 2.4 Organizational Manuals 2.5 Quality Assurance Handbook
3. Signage	3.1 On-site direction signs 3.2 Common site warnings 3.3 Location signs 3.4 Traffic signs
4. Communication	4.1 Verbal instructions 4.2 Written instructions 4.3 Online communication
5. Tools and machinery	5.1. Telephone 5.2. Mobile Phone 5.3. Fax machines 5.4. Two-way radio 5.5. Computers 5.6. Forms 5.7. Memo 5.8. Two-way radio
6. Forms	6.1. Memorandum 6.2. Requisitioning Form 6.3. Personnel Form 6.4. Safety Report Form
7. Documentation	7.1. Reports (Monthly, Quarterly, Half-Yearly, Annual) 7.2. Plans (Strategic Plan, Operational Plan, Monthly Schedule) 7.3. Monitoring and Evaluation Report 7.4. Minutes of Meetings
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: <ol style="list-style-type: none"> 1.1 demonstrated knowledge of workplace procedures in receiving, interpreting and conveying verbal & written communication. 1.2 satisfied the requirements mentioned in the Performance Criteria and Range of Variables.

2. Underpinning Knowledge	<ul style="list-style-type: none"> 2.1 Workplace Communication Policies, Standards and Procedures 2.2 Verbal and Non-verbal communication 2.3 Modes of Communication 2.4 Communication Equipment: Types, Uses and Faults 2.5 Channels of Communication
3. Underpinning Skills	<ul style="list-style-type: none"> 3.1 Receiving verbal instructions. 3.2 Interpreting verbal and written information/ instruction 3.3 Conveying instructions using verbal and written forms of communication 3.4 Completing written documentation 3.5 Participating in workplace meetings and discussions
4. Underpinning Attitude	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace 4.6 Communication with peers and seniors in workplace
5. Resource Implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Pens 5.2 Telephone 5.3 Computer 5.4 Writing materials 5.5 Online communication
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Workplace observation 6.2 Demonstration 6.3 Oral questioning 6.4 Written test 6.5 Portfolio
7. Context of Assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor.

Accreditation Requirements

Training Providers must be accredited by NSDA, the National Quality Assurance Body, or a body with delegated authority for quality assurance to conduct training and assessment against this unit of competency for credit towards the award of national qualification. Accredited providers assessing against this unit of competency must meet the quality assurance requirements set by NSDA.

Sector Specific Competencies

Unit Code and Title	SUCS0012L2V1: Work in the Beauty Care Areas
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the skills, knowledge and altitude to working in the beauty care areas. It includes the organizational structure within the beauty salons, identify processes and procedures, tools, equipment and materials, organize own workload and practice OSH.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Describe the organization structure within the sector	1.1 Scope, nature and <u>major fields</u> of the beauty care is determined 1.2 Profile of the beauty industry in relation to Bangladesh <u>employment conditions</u> is determined 1.3 Trends and technologies relevant to the sector are explained 1.4 Relevant policies and guidelines are identified and interpreted 1.5 <u>Instructions</u> as to procedures in achieving quality are obtained, understood, and clarified
2. Identify processes and procedures	2.1 Processes in the beauty industry are identified, described and explained based on specifications 2.2 Work steps are correctly identified based on Manuals of Instruction. 2.3 Adjustments are interpreted
3. Identify tools, equipment and materials	3.1 <u>Manuals</u> are accessed to ensure up-to-date specifications of tools, materials and equipment 3.2 <u>Tools, equipment and materials</u> are identified 3.3 Substitutes are selected based on workplace requirements in case of non-availability 3.4 Adjustments are interpreted.
4. Identify workplace requirements	4.1 <u>Workplace requirements</u> are identified and clarified 4.2 Roles and responsibilities of all personnel are described 4.3 Workplace's practices are identified 4.4 <u>Problem-solving strategies</u> are used to address bottlenecks, inconsistencies and other concerns
5. Organize own workload	5.1 Own work activities are planned and progress of work is communicated to relevant staff 5.2 Work activities are completed

	<p>5.3 Difficulties and bottlenecks are identified, and solutions are put forwarded</p> <p>5.4 Own work is monitored against workplace standards and areas for improvement identified and acted upon</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Major Fields	<p>1.1 Skin Care</p> <p>1.2 Nail Care</p> <p>1.3 Hair Services</p> <p>1.4 Hair Removing</p>
2. Employment conditions	<p>2.1 Code of Practice</p> <p>2.2 Salary/Wage System</p> <p>2.3 Labor Practices</p> <p>2.4 Anti-Discrimination Policy</p> <p>2.5 Gender Issues</p> <p>2.6 Collective Bargaining and Other Practices</p> <p>2.7 Awards</p> <p>2.8 Procedures for Handling Disputes</p> <p>2.9 Innovations in the Informal Sector</p>
3. Instructions	<p>3.1 Office programs</p> <p>3.2 Specifications and requirements</p> <p>3.3 Standard operating procedures</p> <p>3.4 Manuals of Instruction</p> <p>3.5 Operations Manual</p> <p>3.6 Environmental Guidelines</p> <p>3.7 GAD Guidelines</p>
4. Manuals	<p>4.1 Manual of Instruction</p> <p>4.2 Manual of Specification</p> <p>4.3 Operations Manual</p> <p>4.4 Repair Manual</p> <p>4.5 Quality Manual</p>
5. Workplace requirements	<p>5.1 Goals and objectives</p> <p>5.2 Strategic and Operational Plans</p> <p>5.3 Systems and Processes</p> <p>5.4 Monitoring and Evaluation</p> <p>5.5 Reports and Documentation</p>
6. Tools, Materials and Equipment	<p>6.1 Equipment</p> <p>6.1.1 Cold wave equipment</p> <p>6.1.2 Mannequins</p> <p>6.1.3 Utility Chair</p> <p>6.1.4 Cabinet for Accessories</p> <p>6.1.5 Cabinet for Clean Linens</p>

	<p>6.1.6 Container for soiled linens</p> <p>6.2 Tools and Implements</p> <p>6.2.2 Shampoo Bowl and shampoo boards</p> <p>6.2.3 Hair Dryer</p> <p>6.2.4 Hair Cutting Tools (Scissor, Razor Blade)</p> <p>6.2.5 Perming Tools</p> <p>6.2.6 Sterilizer and sanitizers</p> <p>6.2.7 Hair Clips</p> <p>6.2.8 Tinting Brush</p> <p>6.2.9 Mixing Bowl</p> <p>6.2.10 Measuring Cup</p> <p>6.2.11 Clamps</p> <p>6.2.12 Frosting Cap with Hook</p> <p>6.2.13 Tail Comb</p> <p>6.2.14 Blower</p> <p>6.3 Materials</p> <p>6.3.1 Combs and hair brushes</p> <p>6.3.2 Shampoo</p> <p>6.3.3 Water</p> <p>6.3.4 Towels</p> <p>6.3.5 Hair Wax</p> <p>6.3.6 Hair Serum</p> <p>6.3.7 Hair Spray</p> <p>6.3.8 Hair Gel</p> <p>6.3.9 Conditioners</p>
7. Problem-solving strategies	<p>7.1 Default Printer Brand and model</p> <p>7.2 Asking questions</p> <p>7.3 Feedback and Feed forward system</p> <p>7.4 Reference to Standard Operating Procedures</p> <p>7.5 Accessing Information</p> <p>7.6 Review</p> <p>7.7 Brainstorming</p>
<p>Evidence Guide</p> <p>The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.</p>	
1. Critical aspects of competency	<p>Assessment required evidence that the candidate:</p> <p>1.1 identified processes and procedures in the beauty industry</p> <p>1.2 identified tools, equipment and materials</p> <p>1.3 identified workplace requirements</p> <p>1.4 practiced OSH in performing works</p>

<p>2. Underpinning knowledge</p>	<p>2.1 Basic software operation 2.2 Scope and Major Divisions of the Beauty Industry 2.3 Policies and Guidelines 2.4 Manuals Used in the Beauty Industry 2.5 Relevant Terminologies and Acronyms 2.6 Types and Uses of Beauty industries tools and materials 2.7 Workplace Practices 2.8 Occupational Health and Safety Practices 2.9 Recording and reporting practices</p>
<p>3. Underpinning skills</p>	<p>3.1 Checking input electrical parameters of the device in accordance with peripheral device specification. 3.2 Describing organization structure within the Beauty industry 3.3 Identifying processes and procedures 3.4 Identifying tools, equipment and materials 3.5 Identifying workplace practices 3.6 Organizing own workload 3.7 Practicing OSH</p>
<p>4. Underpinning attitudes</p>	<p>4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace</p>
<p>5. Resource implications</p>	<p>The following resources must be provided: 5.1 Workplace (actual or simulated) 5.2 Availability of quality tools and materials required 5.3 Information on standard operating procedures (SOP), 5.4 OSH, and other policies and guidelines 5.5 Relevant specifications and work instructions 5.6 Fire extinguisher 5.7 Uninterrupted power supply</p>
<p>6. Methods of assessment</p>	<p>Competency should be assessed by 6.1 Workplace observation 6.2 Demonstration 6.3 Oral questioning 6.4 Written test 6.5 Portfolio</p>

7. Context of assessment	<p>7.1 Competency assessment must be done in NSDA accredited assessment centre</p> <p>7.2 Assessment should be done by a NSDA certified/nominated assessor</p>
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Accreditation Requirements

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Occupation Specific Competencies

Unit Code and Title	OUID001L1V1: Perform Basic Haircutting
Nominal Hours	100 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude in performing basic haircutting.</p> <p>It includes 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.</p>
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.
1. Prepare client	<p>1.1. <u>Shape of face</u>, head, length and width are assessed according to his/her built and height</p> <p>1.2. <u>Hair texture</u> is analyzed according to style requirements and kind of cutting to be administered</p> <p>1.3. <u>Hair catalogue</u> is presented to the client and the <u>hair cut style</u> is selected and agreed upon by both parties</p> <p>1.4. <u>Protective clothing</u> is provided and used according to health and sanitation regulations</p> <p>1.5. Hair is shampooed and/or conditioned following salon procedures</p>
2. Cut hair	<p>2.1 Appropriate <u>materials, tools and hair implements</u> are prepared and used according to client's desired haircut</p> <p>2.2 Haircut is performed according to haircut style and <u>established or acceptable procedures</u></p> <p>2.3 Client's safety and comfort are ensured during the entire process</p> <p>2.4 Where necessary, first-aid treatment is provided to the client or referred to health personnel</p>
3. Apply finishing touches	<p>3.1 Hair is blow-dried and checked for accuracy and finishing touches</p> <p>3.2 <u>Finishing cutting tools</u> are used according to haircut style</p> <p>3.3 <u>Hair finishing product</u> is applied as per client's requirements and style</p> <p>3.4 Client's acceptance is confirmed and adjustments are made if required</p>
4. Perform post-service activities	<p>4.1 Client is advised on proper hair care and maintenance</p> <p>4.2 Tools, implements and equipment's are cleaned, sterilized and stored in accordance with salon policy</p>

	<p>4.3 Waste items are properly disposed of in accordance with OSH required practice</p> <p>4.4 Working area is cleaned in preparation for the next client</p>
Range of Variables	
Variables	Range (may include but not limited to):
1. Shape of face	<p>1.1 Rectangle or Elongated</p> <p>1.2 Inverted/Pear</p> <p>1.3 Heart</p> <p>1.4 Oval</p> <p>1.5 Triangular</p> <p>1.6 Square</p> <p>1.7 Diamond</p> <p>1.8 Round</p>
2. Hair Texture	<p>2.1 Fine</p> <p>2.2 Medium</p> <p>2.3 Coarse</p> <p>2.4 Wiry</p>
3. Hair Catalogue	<p>3.1 Hair Treatment</p> <p>3.2 Men's Cut Catalogue</p> <p>3.3 Ladies Cut Catalogue</p> <p>3.4 Kid's Cut Catalogue</p>
4. Hair Cut Style	<p>4.1 Straight Cut</p> <p> 4.1.1 Long straight cut</p> <p> 4.1.2 Short straight cut</p> <p>4.2 Layered Cut</p> <p> 4.2.1 Long layered cut</p> <p> 4.2.2 Short layered cut</p> <p>4.3 Graduated Layers (step cut)</p>
5. Protective clothing	<p>5.1 Facial mask</p> <p>5.2 Apron</p> <p>5.3 Towels</p> <p>5.4 Head Band</p> <p>5.5 Neck tissue</p> <p>5.6 Back cover clothing</p>
6. Materials, Tools and Implements	<p>6.1 Supplies/Materials</p> <p> 6.1.1 Powder</p> <p> 6.1.2 Blade</p> <p>6.2 Implements</p> <p> 6.2.1 Clamps</p> <p> 6.2.2 Clips</p> <p>6.3 Tools</p>

	6.3.1. Blower dryer 6.3.2. Spray Bottle 6.3.3. Hair brush 6.3.4. Barber brush set 6.3.5. Comb set 6.3.6 Scissors set
7. Established or acceptable procedures in haircutting	7.1 Shampoo hair and towel dry 7.2 Section hair according to haircut style 7.3 Apply cutting technique and style to achieve desired haircut
8. Finishing Cutting Tools	8.1 Thinning Scissor 8.2 Cutting Scissor 8.3 Razor 8.4 Clippers
9. Hair finishing products	9.1 Gel/Hair setting lotion 9.2 Mousse 9.3 Spray Net/hair spray 9.4 Hair Polish/Serum 9.5 Hair wax (soft and dry)
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Prepared client 1.2 Cut hair 1.3 Applied finishing touches 1.4 Performed post-service activities
2. Underpinning knowledge	2.1 Salon Policies and Procedures 2.2 Basic haircut styles and techniques 2.3 Principles of hair analysis 2.4 Different types equipment's and cutting tools: Their uses and specifications 2.5 First Aid treatment 2.6 Client relation and handling and consultation technique 2.7 Principle of sanitation procedures 2.8 Code of ethics
3. Underpinning skills	3.1 Using appropriate cutting tools, equipment implements 3.2 Applying first aid treatment 3.3 Consulting and dealing with clients 3.4 Demonstrating sanitation procedure 3.5 Observing code of ethics

4. Underpinning attitudes	4.1 Commitment to occupational health and safety 4.2 Environmental concerns 4.3 Eagerness to learn 4.4 Tidiness and timeliness 4.5 Respect for rights of peers and seniors in workplace
5. Resource implications	5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Quality materials for performing work activities 5.4 Fire extinguisher 5.5 Uninterrupted power supply
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

Accreditation Requirements

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Unit Code and Title	OUHD002L1V1: Apply shampoo & conditioner
Nominal Hours	20 Hours
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to Apply shampoo & conditioner. It specially includes preparing client, applying professional shampoo & conditioner and performing post service activities.
Elements of Competency	Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables
1. Prepare client	1.1 <u>Types of clients</u> are identified and restrictions are determined through consultation 1.2 Client's <u>scalp</u> and <u>hair condition</u> are analyzed following salon safety policies and procedures 1.3 <u>Protective clothing</u> is prepared and used according to OHS requirements and salon procedures
2. Perform shampooing and conditioning	2.1 Hair skin and scalp is checked accordance with specified procedures 2.2 Effects of water temperature on the scalp and structure of the hair is explained 2.3 Shampoo and conditioner are identified and selected 2.4 Shampooing massage techniques are applied as per established procedure 2.5 Conditioning massage techniques are applied as per established procedure 2.6 Client's hair and scalp is cleaned from shampoo and excess water 2.7 Effectively excess water is removed from conditioning 2.8 Hair is dried as per requirement
3. Perform post service activities	3.1 Treatment products used are stored following salon procedures 3.2 Tools and equipment are cleaned, sanitized and stored according to OSH requirements 3.3 <u>Waste</u> materials are segregated and disposed according to OSH requirements 3.4 Client is advised on appropriate <u>hair and scalp maintenance</u>
Range of Variables	

Variables	Range (may include but not limited to):
1. Types of Clients	1.1 Adult 1.2 Senior citizen 1.3 Young Adult 1.4 Teenagers 1.5 Children
2. Scalp	2.1 Normal 2.2 Oily 2.3 Dry 2.4 Allergic 2.5 Combined
3. Hair condition	3.1 Porous 3.2 Damaged 3.3 Dry 3.4 Oily 3.5 Normal 3.6 Chemically Treated
4. Protective Clothing	4.1 Facial mask 4.2 Apron 4.3 Towels 4.4 Head Band 4.5 Neck tissue 4.6 Back cover clothing
5. Waste	5.1 Biodegradable 5.2 Non-Biodegradable
6. Hair and scalp maintenance	6.1 Hair and Scalp Frequent Treatment 6.2 Use of Hair and Scalp Treatment Product
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical Aspects of Competency	Assessment required evidence that the candidate: 1.1 Prepared client 1.2 Performed shampooing and shampooing 1.3 Performed post service activities
2. Underpinning Knowledge	2.1 Different scalp Treatment Products 2.2 Measurements/Ratio and Proportion water, shampoo and conditioner 2.3 Code of Ethics of work place 2.4 Salon Policies and Procedures 2.5 Hair and Scalp Treatment Procedures and Processes

	<ul style="list-style-type: none"> 2.6 Hair Analysis 2.7 Hair types and conditions 2.8 Shampooing procedure 2.9 Conditioner using procedure
3. Underpinning Skills	<ul style="list-style-type: none"> 3.1 Proper handling of tools 3.2 Operation of equipment 3.3 Communicating with clients 3.4 Checking of hair and scalp condition 3.5 Safekeeping of equipment and tools 3.6 Observing code of ethics
4. Required Attitudes	<ul style="list-style-type: none"> 4.1 Commitment to occupational health and safety 4.2 Promptness in carrying out activities 4.3 Sincere and honest to duties 4.4 Environmental concerns 4.5 Eagerness to learn 4.6 Tidiness and timeliness 4.7 Respect for rights of peers and seniors in workplace 4.8 Communication with peers and seniors in workplace
5. Resource Implications	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Quality materials for performing work activities 5.4 Fire extinguisher 5.5 Uninterrupted power supply 5.6 Model
6. Methods of Assessment	<p>Methods of assessment may include but not limited to:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration (Practical Demonstration) 6.3 Oral questioning 6.4 Portfolio
7. Context of Assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

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Unit Code and Title	OUID003L1V1: Perform Basic Hair Coloring
Nominal Hours	80 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitudes in the performance of basic hair coloring.</p> <p>This includes it preparing client, applying hair color and performing post-service activities.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1. Prepare client	<p>1.1 Client is consulted and advised on <u>color options</u>, and checked for possible skin allergies</p> <p>1.2 <u>Hair Condition</u> and <u>scalp condition</u> are checked and analyzed</p> <p>1.3 <u>Protective clothing and materials</u> are prepared and used according to OSH requirements</p> <p>1.4 Client is draped following <u>established procedures</u> to avoid stains from hair coloring</p> <p>1.5 Where necessary, client's hair is shampooed to remove remaining conditioners and <u>styling products</u>, making sure the scalp is not scratched</p>
2. Apply hair colour	<p>2.1 <u>Tools, materials, implements</u> are prepared and used following OSH requirements</p> <p>2.2 <u>Color and developer</u> are selected and mixed according to client's hair condition and length and desired outcome</p> <p>2.3 Color is applied according to product specifications and <u>established or acceptable procedures</u></p> <p>2.4 Where necessary, hair is styled according to client's particular requirements</p> <p>2.5 Client's safety and comfort are ensured during the process</p>
3. Perform post-service activities	<p>3.1 Client is advised on <u>hair care and maintenance</u> for colored/dyed hair</p> <p>3.2 Tools, materials, implements are cleared, sanitized and stored according to OSH rules and regulations</p> <p>3.3 Wastes are disposed of according to OSH requirements</p> <p>3.4 Workstation is cleaned and prepared for next activity</p>
Range of Variables	
Variables	Range (may include but not limited to):

1. Colour Options	1.1 Penetrating Tint 1.1.1 Semi - permanent 1.1.2 Permanent 1.2 Coating Dyes 1.2.1 Liquid (Blackening Shampoo) 1.2.2 Powder 1.3 Temporary 1.4 Black
2. Hair condition	2.1 Damaged 2.2 Tinted 2.3 Lightened 2.4 Porous 2.5 Dry 2.6 Greasy or Oily 2.7 Normal
3. Scalp condition	3.1 Dry 3.2 Oily 3.3 Dandruff 3.4 Greasy 3.5 Waxy 3.6 Scaly
4. Protective clothing's and materials	4.1 Ear pads 4.2 Coloring pads 4.3 Towel 4.4 Apron 4.5 Cape 4.6 Gloves
5. Established procedures	5.1 Client is draped with bath towel with horizontal edge folded 2 inches outward 5.2 Protective material is wrapped around the neck 5.3 Coloring cape is wrapped around the shoulder.
6. Styling products	6.1 Gel/Setting Lotion 6.2 Hair wax (Soft and Dry) 6.3 Hair serum 6.4 Hair spray 6.5 Mousse 6.6 Leave-on conditioner
7. Tools, materials and implements	7.1 Tinting Brush 7.2 Mixing Bowl 7.3 Measuring Cup 7.4 Timer 7.5 Clips 7.6 Clamps

	7.7 Blower 7.8 Infrared 7.9 Frosting Cap w/ Hook 7.10 Squeezer 7.11 Tissue 7.12 Foil 7.13 Cotton 7.14 Colorants 7.15 Developers (Depending on the brands)
8. Color and developer	8.1 Full head Color 8.2 Regrowth/re-touch 8.3 Highlights (Frosting, streaking, weaving, slicing) 8.4 Color Correction 8.5 Pre – pigmentation
9. Established or acceptable procedures in hair colouring	9.1 Section hair 9.2 Sub-section hair and follow application techniques 9.3 Emulsify product to achieve color balance 9.4 Check evenness of color through hair strand test and expose to proper lighting following the required development time 9.5 Rinse hair thoroughly with shampoo and conditioner
10. Hair care and maintenance	10.1 Shampoo and conditioner for colored hair 10.2 Finishing Product 10.3 Hot Oil 10.4 Hair Spa 10.5 Styling Aids
Evidence Guide	
The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Prepared client 1.2 Applied hair color 1.3 Performed post-service activities
2. Underpinning knowledge	2.1 Fundamentals and Principles in Hair Coloring 2.2 Classification of Hair Coloring 2.3 Color Product Knowledge 2.4 Kinds of Developer and Their Uses 2.5 Chemical Mixtures and Their Uses 2.6 Color Development Timeline 2.7 Mensuration, Mixing Ratio and Proportion 2.8 Basic Mathematics (Computation) 2.9 Color Theory/Harmony 2.10 Hair Texture and Condition

	2.11 Basic Color Selection 2.12 Basic Application of Hair Coloring 2.13 Hair Maintenance Program 2.14 Code of Ethics
3. Underpinning skills	3.1 Handling tools 3.2 Applying shampooing techniques 3.3 Observing hair sectioning 3.4 Proper Storage of Products and Tools 3.5 Performing visual Skin Test 3.6 Observing code of ethics
4. Underpinning attitudes	4.4 Commitment to occupational health and safety 4.5 Environmental concerns 4.6 Eagerness to learn 4.7 Tidiness and timeliness 4.8 Respect for rights of peers and seniors in workplace
5. Resource implications	5.1 Workplace (actual or simulated) 5.2 Tools and equipment 5.3 Quality materials for performing work activities 5.4 Fire extinguisher 5.5 Uninterrupted power supply
6. Methods of assessment	Competency should be assessed by: 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of assessment	7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

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Unit Code and Title	OUHD004L1V1: Perform Basic Hair Perming
Nominal Hours	80 Hours
Unit Descriptor	<p>This unit covers the knowledge, skills and attitude in performing basic hair perming.</p> <p>It specifically includes preparing client, perming hair, applying finishing touches and performing post-service activities.</p>
Elements of Competency	<p>Performance Criteria <u>Bold and Underlined</u> terms are elaborated in the Range of Variables.</p>
1. Prepare client	<p>1.1 Client is provided with and advised to wear protective clothing</p> <p>1.2 <u>Hair Conditions</u> are checked and analyzed</p> <p>1.3 Previous chemical treatment applied on hair is determined</p> <p>1.4 <u>Scalp condition</u> is checked if free from scratches and open wounds</p> <p>1.5 Where necessary, client is advised to defer hair perming based on adverse scalp and health conditions</p> <p>1.6 <u>Types of hair curls</u> is confirmed with client and recorded</p>
2. Perm hair	<p>2.1 <u>Tools and equipment, supplies/ materials</u> are prepared and used according to salon policies and procedures and OSH requirements</p> <p>2.2 Perm solution is selected and prepared according to client's hair type, texture/condition and product specifications</p> <p>2.3 Hair perming is performed in accordance with <u>established or acceptable procedures</u> and product specifications</p> <p>2.4 Hair is rinsed thoroughly, towel-dried and clients' safety and comfort are ensured during the entire process</p>
3. Apply finishing touches	<p>3.1 Hair is checked according to client's desired outcome</p> <p>3.2 Hair is tapered / trimmed and styled if necessary</p> <p>3.3 Client's satisfaction is confirmed and adjustments are made if required</p>
4. Perform post-service activities	<p>4.1 Client is advised on <u>hair and care maintenance</u></p> <p>4.2 Tools, equipment, supplies and materials are cleaned and stored after use in accordance with salon procedures</p>

	4.3 Waste items are properly disposed of in accordance with OSH requirements 4.4 Workstation is cleaned and prepared for next activity
Range of Variables	
Variables	Range (may include but not limited to):
1. Hair Conditions	1.1 Damaged 1.2 Tinted 1.3 Lightened 1.4 Porous 1.5 Dry 1.6 Greasy or Oily 1.7 Normal
2. Scalp Condition	2.1 Dry or Oily 2.2 Dandruff 2.3 Greasy 2.4 Waxy 2.5 Scaly 2.6 Allergic 2.7 Sensitive
3. Types of hair curls	3.1 Wavy 3.2 Curly
4. Tools and Equipment	4.1 Dryer 4.1.1 Handheld, Hood, Infrared 4.2 Curler 4.2.1 Small, Medium, Large, Extension, Extra Large, Jumbo 4.2.2 Wooden Spindle, Nooping, Spiral, Roller stick 4.3 Applicator 4.4 Shower Cap 4.5 Flannel Headband 4.6 Drip Pan 4.7 Cap 4.8 Bath Towel 4.9 Bath Comb 4.10 Razor 4.11 Scissor 4.12 Hairclips 4.13 Apron 4.14 End Paper 4.15 Ear Pads 4.16 Tail Comb

	4.17 Rubber Band 4.18 Rubber Gloves
5. Supplies Materials	5.1 Shampoo 5.2 Perm solution 5.3 Neutralizer 5.4 Conditioner 5.5 End Paper 5.6 Powder 5.7 Roll tissue 5.8 Cotton 5.9 Rubber Band 5.10 Disposable Gloves 5.11 Perming Rod
6. Established or acceptable procedures in hair perming	6.1 Shampoo hair without conditioner and without scratching the scalp 6.2 Towel dry, section and wind hair according to selected types of hair curls and apply selected perm solution 6.3 Cover wounded hair with plastic cap/cling wrap or expose to dry heat
7. Hair care and maintenance	7.1 Use of wide toothed comb 7.2 Application of hair polishing products 7.3 Daily hair wash with appropriate shampoo and conditioner 7.4 Regular hair treatment
Evidence Guide The evidence must be authentic, valid, sufficient, reliable, consistent and recent and meet the requirements of the current version of the Unit of Competency.	
1. Critical aspects of competency	Assessment required evidence that the candidate: 1.1 Prepared client 1.2 Permed hair 1.3 Applied finishing touches 1.4 Performed post-service activities
2. Underpinning knowledge	2.1 Code of Ethics 2.2 Hair Texture and Condition 2.3 Different Scalp Condition 2.4 Heating Procedures 2.5 Different Perm Maintenance Program 2.6 Time Management 2.7 Principles of Customer Relations 2.8 Different Perming Products and their use 2.9 First-aid treatments
3. Underpinning skills	3.1 Listening and Questioning Skills

	<ul style="list-style-type: none"> 3.2 Observing hair sectioning 3.3 Applying winding technique 3.4 Applying massage technique 3.5 Trimming 3.6 Applying shampooing and blow-drying techniques 3.7 Handling Tools and Equipment 3.8 Using Perming Product 3.9 Observing code of ethics 3.10 Applying first-aid
4. Underpinning attitudes	<ul style="list-style-type: none"> 3.1 Commitment to occupational health and safety 3.2 Environmental concerns 3.3 Eagerness to learn 3.4 Tidiness and timeliness 3.5 Respect for rights of peers and seniors in workplace
5. Resource implications	<ul style="list-style-type: none"> 5.1 Workplace (simulated or actual) 5.2 Models 5.3 Tools, equipment and supplies/materials relevant to the activity to be performed 5.4 Availability of materials 5.5 Fire extinguisher 5.6 Uninterrupted power supply
6. Methods of assessment	<p>Competency should be assessed by:</p> <ul style="list-style-type: none"> 6.1 Written test 6.2 Demonstration 6.3 Oral questioning 6.4 Portfolio
7. Context of assessment	<ul style="list-style-type: none"> 7.1 Competency assessment must be done in NSDA accredited assessment centre 7.2 Assessment should be done by a NSDA certified/nominated assessor

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Development of Competency Standard

The Competency Standards for National Skills Certificate in **Hair Dressing** Standard is Developed by NSDA on 9 and 10 June 2021.

Respectable members:

1.	Syed Bashirul Hassan, Chairperson, Bangladesh National Beauty Network, Cell: 01971710505, Email: sayedexel@gmail.com	Member
2.	Aasia Monower Ove, Administrator (HR), Bangladesh National Beauty Network, Cell: 01884338578, Email: laboney.ove@gmail.com	Member
3.	Tahmina Jung Chowdhury, Owner and Trainer, Suparna Beauty Parlor, Cell: 01714499839, Email: tahmina750w@gmail.com	Member
4.	Farhana chaity, Proprietor, Makeover Fitness, Cell: 01713065713, Email: Afzal.chaity@gmail.com	Member
5.	Sajia Afrin Holy, Beautician and Owner, Sajia Beauty Parlor and training center, Cell: 01871752418, Email: sajiaholy@gmail.com	Member
6.	Taslina Khatun Sima, Director, Aroma Beauty Parlor hair, cell: 01981032284, Email: taslima.araita@gmail.com	Member
7.	Mourin Akter Mukta, Proprietor, Mukta Beauty Parlor, Email: mourinakter123@gmail.com	Member
8.	Shamena Akhter, Beautician, Muskan Beauty parlor, Cell: 01552634803	Member
9.	Naznin sultana (joly), Beautician, The Personal parlor, Cell: 01726782330,	Member
10.	Sumon Chandra das, Barber, Cell: 01929616404,	Member
11.	Shankar shahriar, Barber, Cell: 01988506250,	Member
12.	Md. Abid, Barber, Cell: 01980485058,	Member
13.	Md. Morsalin Monower, Barber, Famous hair salon, Cell: 01917131113,	Member
14.	Mr. LEE SUNG YEOB, Expert	Member
15.	Mr. SIM JIN KWANG, Expert	Member
16.	Mr. KIM SE JUNG, Expert	Member
17.	Mr. PYO MYOUNG SUK, Expert	Member
18.	Mr. NAM MI OK, Expert	Member
19.	Mr. LEE SEON JEO, Expert	Member
20.	Mr. LEE JIN WON, Expert	Member
21.	Burhan Hamza, Asst. Coordinator, BACI, Cell: 01619998855, Email: Burhan.hamza@yahoo.com	Member
22.	Dr. Md. Shahadat Hossain, Specialist (CS, CBC & Assessment), NSDA, Cell: +88 01715360652, Email: hossainsm61@gmail.com	Member
23.	Md. Quamruzzaman, Director (Skills Standard), NSDA, Cell: +88 01819189320 Email: qzaman40@yahoo.com	Member

Validation of Competency Standard by Standard and Curriculum Validation Committee (SCVC)

The Competency Standards for National Skills Certificate in **Hair Dressing** Standard is validated by SCVC on 20 and 21 June, 2021.

Respectable members of the SCVC:

1.	Mirza Nurul Ghani Shovon, Chairman, Informal ISC, Cell: 01711 263861, Email: nasicbbd@gmail.com	Chairperson
2.	Syed Bashirul Hassan, Chairperson, Bangladesh National Beauty Network, Cell: 01971710505, Email: sayedexel@gmail.com	Member
3.	Aasia Monower Ove, Administrator (HR), Bangladesh National Beauty Network, Cell: 01884338578, Email: laboney.ove@gmail.com	Member
4.	Tahmina Jung Chowdhury, Owner and Beautician, Suparna Beauty Parlor, Cell: 01714499839, Email: tahmina750w@gmail.com	Member
5.	MST. Amena Akter, Senior Executive, Woman's world, Cell: 01638222521, Email: dolamoni97@gmail.com	Member
6.	Sajia Afrin Holy, Beautician and Owner, Sajia Beauty Parlor and training center, Cell: 01871752418, Email: sajiaholy@gmail.com	Member
7.	Renu Atiwara, Beautician and Owner, Renu's makeover and beauty care, Cell: 01676536821, Email: renuatiwara@gmail.com	Member
8.	Swopna sarker, Beautician and Owner, Boishakhi beauty parlor, Cell: 01707800191, Email: swopna.azim123@gmail.com	Member
9.	Sengchi lucy drong, Beautician and Owner, Glamour world makeover, Cell: 01814006918, Email: sengchidrong@gmail.com	Member
10.	Bijoly maji, Beautician and Owner, Bijoly beauty parlor, Cell: 01732768593, Email: bijolymaji8593@gmail.com	Member
11.	Agatha sathi mankhin, Beautician and Owner, Ranga beauty parlor, Cell: 01817573620, Email: agathamsangma@gmail.com	Member
12.	Beauty sangma (Mala), Beautician and Owner, Akhangha beauty parlor, Cell: 01716279317, Email: beautysangma3933@gmail.com	Member
13.	Mr. LEE SUNG YEOB, Expert	Member
14.	Mr. SIM JIN KWANG, Expert	Member
15.	Mr. KIM SE JUNG, Expert	Member
16.	Mr. PYO MYOUNG SUK, Expert	Member
17.	Mr. NAM MI OK, Expert	Member
18.	Mr. LEE SEON JEO, Expert	Member
19.	Mr. LEE JIN WON, Expert	Member
20.	Dr. Md. Shahadat Hossain, Specialist (CS, CBC & Assessment), NSDA, Cell: +88 01715360652, Email: hossainsm61@gmail.com	Member
21.	Md. Amir Hossain, Process Expert (CS), NSDA, Cell: 01631670445, Email: razib.consultant@yahoo.com	Member
22.	Md. Quamruzzaman, Director (Skills Standard), NSDA, Cell: +88 01819189320 Email: qzaman40@yahoo.com	Member