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| C:\Documents and Settings\User\My Documents\My Pictures\sldn's logo.jpgC:\Documents and Settings\User\My Documents\My Pictures\JPK's logo.jpg  LEARN AND WORK ASIGNMENT  (LWA) | | | |
| NOSS  (CODE NOSS) | MAKE-UP ARTISTRY  (MP-063-3:2012) | | |
| Competency Unit Title  (CU CODE) | HAIRDO  (MP-063-2:2012-E01) | LEVEL | 2 |
| Competency Unit Descriptor | Hairdo is an activity that is performed to enhance individuals’ hair to their desired look by cutting, colouring, shaping and accessorising according to the client’s requirement. The objective of hairdo is to create an attractive appearance and personality that match with the make-up as required by the occasion such as wedding, stage event or photography session.  The person who is competent in this competency unit shall be able to examine client’s hair, carry out hairdo and post hairdo activities according to client’s requirement.  The outcome of this competency is to produce simple hair style to suit the individual’s make-up in accordance with job specification and client’s requirement. | | |
| Candidate Name |  | | |
| Candidate I/C  Number |  | | |
| Company’s Name |  | | |

CU WORK ACTIVITY STATEMENT: HAIRDO

DURATION: 83HOURS

A.SETTING GOAL \*:

You are required to performhairdoactivities based on performance criteria below:

* 1. Event theme is identified
  2. Job scope and client requirement are defined in through discussion
  3. Hairdo concept and style proposed to the client
  4. Work area is organised in accordance with company guideline with regard to emergency procedure to ensure the client/talent comfort.
  5. Hairdo tools, equipment and hair products are arranged in accordingly
  6. Workplace cleanliness and personal hygiene are maintained
  7. Work area ergonomics, deportment and posture are practised.
  8. Safe keeping of the talents is practised
  9. Hair is brushed and combed thoroughly to remove all tangles
  10. Hairdo products are applied in accordance with hairdo SOP
  11. Hair ornament is applied and hair is accessorised with regard to the client requirement
  12. Hair style is maintained and touched up through out the event/ shooting/ filming
  13. Effectiveness of hairdo is checked with regard to the job specification and client’s requirement
  14. Feedback from client is recorded and analysed for service improvement.
  15. Client’s satisfaction is evaluated
  16. Hairdo residues is cleaned and tidied up in accordance with company housekeeping practices
  17. Hairdo tools disinfected, sanitised and sterilised in accordance with company SOP and post make-up procedure
  18. Hairdo products are counted, listed, replenished, arranged and stored in accordance with company inventory procedures.

B.PLANNING

You are required to plan activities to achieve listed setting goal ofperforminghairdo activitiesby using resources listed below:

2.1 Identify tools, equipment and materialsfor hairdoaccording tolist below

|  |  |
| --- | --- |
| ITEMS | RATIO  (TEM : Trainees) |
| 1. Tail comb, back comb 2. Hair pins / clips 3. Setting rods 4. Aprons 5. Hairdryer 6. Curling tong 7. Flat iron 8. Crimpers 9. Hair gel 10. Hair spray 11. Hair mousse 12. Hair wax 13. Colour spray 14. Serum 15. Hair accessories 16. Hair bands 17. Ribbons 18. Fake hairs 19. Flowers 20. Crown 21. Hair clips 22. Veils, hair scarf and turban 23. Sample of job checklist | 1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:5  1:5  1:5  1:5  1:5  1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:1  1:1 |

2.2 Refer to references below as a guidance to perform this activity.

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| --- |
| 1. Alfred Morris (2008) *Creative Hair Styling--1940s Swirls, Curls and Water Waving Techniques.* Bramcost Publications. ISBN-13: 978-1-934268-83-4  2. Camara, Eva Minguet (EDT) (2007). *Hairdo--new Look*. Monsa. ISBN-13: 978-84-96823-04-4  3. Josep Maria Minguet (editor) (2007) *Hairdo New Look.* InstitutoMonsa De Ediciones. ISBN-13: 978-84-96823-25-9  4. Louis Newberry (2008) *Hair Style Design--1940s Hairshaping, Finger Waving and Styling Techniques*. Bramcost Publications. ISBN-13: 978-1-934268-81-0  5. McGann, Oisin (2007). *The Evil Hairdo (Forbidden Files).* O Brien. ISBN-13: 978-0-86278-940-4  6. Ruth Freeman Swain (2002) *Hairdo!: what we do and did to our hair*. Holiday House. ISBN-13: 978-0-8234-1522-9 |

1. DESICION MAKING

You are required to get coach approval before performinghairdo activity.

1. EXECUTE & MONITORING

You are required to performhairdo activity according to steps below:

3.1 Practise personal hygiene and professional code of ethics.

3.2 Determine client needs and hairdo style technique according to client’s requirement

3.2.1 Consult clients on hairdo style

1. Identify factors influence : theme, character, age, costume
2. Show hairstyle books or magazine to client

3.3 Select suitable hairdo style such as :

* + 1. Temporary curl/straightening
    2. Finger waving
    3. Pin curl
    4. French bun
    5. Braiding

3.4 Prepare hairdo, work area, tools, equipmentand hair products

3.4.1 Upkeep work place cleanliness and hygiene

3.4.2 Organise work area that comply with ergonomics practice

3.5 Executehairdo according to procedure and technique

* + 1. Brush hair and comb thoroughly to remove all tangles
    2. Style client’s hair according to selected style
    3. Apply hair products
    4. Accessorise client’s hair
    5. Apply hair touch up product to maintain hairstyle throughout the event

3.6 Checkfinal hairdo touch up according to procedure and technique

3.7 Perform post hairdoactivities

3.7.1 Collect and analyse client’s feedback for service improvement.

3.7.2 Update consultation card

3.8 Give after care advice on hairdo removal technique

3.9 Upkeep work place cleanliness and hygiene

3.9.1 Clean-up and tidy-up hairdo products residues

3.9.2 Disinfect, sanitise and sterilise hairdo tools

3.9.3 Count, list, replenish, arrange and store hairdo products

3.10 Comply with attitude, safety and environment listed below when performing this activity

|  |  |
| --- | --- |
| Attitude | 1. Have analytical mind in interpreting job specification and job scope 2. Punctual and reasonable time planning 3. Analytical, proactive and systematic in preparing hair do work area, tools, equipment and products 4. Thorough and detail in analysing client’s hair 5. Accuracy in analysing client’s contra indication 6. Creative in performing hairdo 7. Time consideration when performing hairdo 8. Accurate in selecting the right tools and product to achieve desired result 9. Detail in checking finished hairdo result 10. Precise in cleaning, arranging tools and recording job checklist |
| Safety | 1. Adhere to personal grooming during discussion with clients 2. Adhere ergonomics practice when preparing work area 3. Adhere to Work place safety requirement 4. Cautious to talent’s skin contra indication 5. Ensure safety when using sharp tools 6. Follow ergonomic practice when performing hairdo 7. Adhere to work place safety requirement. 8. Cautious when spraying client’s hair to prevent from entering client’s eyes |
| Environment | 1. Ensure cleanliness and hygiene of work area and tools 2. Ensure make-up residues dispose according to company’s guideline 3. Adhere to hygiene practice |

* 1. Apply core abilities listed below when performing this activity

|  |  |
| --- | --- |
| Social Skills | Core Abilities |
| Communication skills. | 02.11 Convey information and ideas to people.  03.10 Provide consultations and counseling  03.16 Identify and assess client/customer needs.  06.07 Develop and maintain networks. |
| Conceptual skills | 01.11 Apply thinking skills and creativity  03.16 Identify and assess client/customer needs. |
| Interpersonal skills | 01.11 Apply thinking skills and creativity.  02.11 Convey information and ideas to people. |
| Leadership skills | 03.13 Develop and maintain team harmony and resolve conflicts.  03.09 Manage and improve performance of individuals.  03.14 Facilitate and coordinate teams and ideas. |
| Learning skills | 01.11 Apply thinking skills and creativity.  03.15 Liaise to achieve identified outcomes. |
| Multitasking and prioritizing | 02.10 Prepare reports and instructions  05.01 Implement project/work plans. |
| Self-discipline | 02.10 Prepare reports and instructions.  05.01 Implement project/work plans. |
| Teamwork | 03.09 Manage and improve performance of individuals.  03.13 Develop and maintain team harmony and resolve conflicts. |

1. EVALUATING

You are required to evaluate hairdo activities using checklist below.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | ASSESSMENT CRITERIA  (60%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1. | Type of hairdo style selected according to event |  |  |  |  |  |  |  |  |  |  |
| 2. | Clients hair contraindication checked and recorded in consultation card |  |  |  |  |  |  |  |  |  |  |
| 3. | Work area, tools equipment and hair products prepared and arranged in accordance to safety and hygiene requirement |  |  |  |  |  |  |  |  |  |  |
| 4. | Client’s hair is brushed and combed thoroughly to remove all tangles |  |  |  |  |  |  |  |  |  |  |
| 5. | Hair products selected and applied on the client’s hair according to procedure and technique |  |  |  |  |  |  |  |  |  |  |
| 6. | Client’s hairdo technique carried out according to the selected style |  |  |  |  |  |  |  |  |  |  |
| 7. | Client’s hairdo  accessorized according to hairdo style |  |  |  |  |  |  |  |  |  |  |
| 8. | Final touch up hairdo is  carried out |  |  |  |  |  |  |  |  |  |  |
| 9. | The finished hairdo  meets the event criteria |  |  |  |  |  |  |  |  |  |  |
| 10. | Make up tools and equipment cleaned, disinfected, sanitized, sterilized and stored |  |  |  |  |  |  |  |  |  |  |
|  | SUBTOTAL | A1 | | | | | A2 | | | | |
|  | FULL MARKS | 70 | | | | | 70 | | | | |
| B | ATTITUDE/SAFETY/  ENVIRONMENT  (20%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Attitude |  |  |  |  |  |  |  |  |  |  |
| 2. | Safety |  |  |  |  |  |  |  |  |  |  |
| 3 | Environment |  |  |  |  |  |  |  |  |  |  |
|  |  | B1 | | | | | B2 | | | | |
|  |  | 21 | | | | | 21 | | | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| C | EMPLOYABILITY SKILLS  (SOCIAL SKILLS)  (20%) | MARKS GIVEN BY APPRENTICE | | | | | MARKS GIVEN BY  COACH | | | | |
| 0 | 1-2 | 3-4 | 5-6 | 7 | 0 | 1-2 | 3-4 | 5-6 | 7 |
| 1 | Communication Skills |  |  |  |  |  |  |  |  |  |  |
| 2 | Conceptual Skills |  |  |  |  |  |  |  |  |  |  |
| 3 | Interpersonal Skills |  |  |  |  |  |  |  |  |  |  |
| 4 | Leadership Skills |  |  |  |  |  |  |  |  |  |  |
| 5 | Learning Skills |  |  |  |  |  |  |  |  |  |  |
| 6 | Multitasking & Prioritizing |  |  |  |  |  |  |  |  |  |  |
| 7 | Self-discipline |  |  |  |  |  |  |  |  |  |  |
| 8 | Teamwork |  |  |  |  |  |  |  |  |  |  |
|  |  | C1 | | | | | C2 | | | | |
|  | FULL MARKS | 56 | | | | | 56 | | | | |

CALCULATION TABLE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | MARKS GIVEN BY APPRENTICE | MARKS GIVEN BY COACH | WEIGHTED MARKS GIVEN BY  APPRENTICE | WEIGHTED MARKS GIVEN BY COACH |
| ASSESSMENT CRITERIA | A1 | A2 | A1 /70X 60 | A2 /70X 60 |
| ATTITUDE,SAFETY &ENVIRONMENT | B1 | B2 | B1 / 21X 20 | B2 / 21X 20 |
| EMPLOYABILITY SKILLS (SOCIAL SKILLS) | C1 | C2 | C1 /56X 20 | C2 /56X 20 |
| Total | | | X | Y |
| Ratio of Percentage (Apprentice: Coach) | | | 20% | 80% |
| Grand Total | | | (20/100 x X) + (80/100 x Y) | |

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| COMMENTS/ RECOMMENDATIONS BY COACH |

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COACH: APPRENTICE:

DATE: DATE: