

Skilled Area: Cosmetology level 2

Section A - General Information

Personal Information

National ID #: _____

Name: First _____ Last _____

Date of Birth: Month _____ Day _____ Year _____

Gender: Female Male

Address: _____

Contact information

Home: _____

Work: _____

Mobile _____

Email address: _____

Employment information: _____

If self-employed please indicate.

Employment information

Please circle or underline the response that best describes you.

a. **Status employed/self-employed** unemployed

b. **Skilled area:** Cosmetology level 2

c. **Years of employment** None/ 1 year – 50 years _____

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d. **Job experience** _____

e. **Qualification** None Certificate Diploma

Any other: _____

Section B - Back ground information

Please tick (✓) the response that best describes you.

- a. Are you employed in the occupational area? **Yes** **No**
- b. Have you been working in the occupational area for 3 years? **Yes** **No**
- c. Do you have any certification in the area? **Yes** **No**
- d. Have you engaged in training within the last 3 years? **Yes** **No**
- e. Did the training occur on the job or was it conducted with a training institution?
On the job **training institution**
- f. Do you have proof of training? **Yes** **No**

Section C - Self-Assessment

Complete the Self-Assessment Checklist below to assist you in determining whether your prior learning matches the **Cosmetology level 2 Occupational Standard**.

Introduction

Place a **tick (✓)** to select the statements that most honestly and accurately describe your knowledge, skills and abilities in carry out your daily function.

Add your score at the end of the checklist and compare your total to the scoring scale listed there.

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Rating Scale

0 – I have no experience or learning in this area.

1 – I have a little experience and learning in this area.

2 – I have some experience and learning in this area.

3 – I have good experience and learning in this area.

4 – I have excellent experience and learning in this area and could mentor others

Please note that evidence should be submitted to support your responses below.

Elements/Description I am able to:	0	1	2	3	4	Supporting Evidence
Perform interactive workplace communication						
Follow routine instructions and information						
Participate in workgroups and teams						
Apply profession ethics						
Support the organization						
Receive and refer clients complaints						
Maintain a safe, clean and efficient work environment						
Comply with health regulations						
Provide a relaxed and caring environment						
Prepare and maintain work area						
Check and maintain tools and equipment						
Check and rotate stock						
Observe basic safety procedure						
Observe emergency procedure						
Plan and organise work						
Plan process to complete work						
Select tools and equipment						
Demonstrate safe and efficient sequence of work						
Report outcomes						
Clean up						
Carry out measurement and calculations						
Apply the four basic rules of calculation						
Perform basic calculations involving fractions and decimals						
Perform basic calculations involving percentages						
Perform basic calculations involving proportions						
Use measurement instruments						
Estimate temperature						
Prepare clients for salon service						
Use hand tools						
Shampoo hair (cosmetology)						

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Elements/Description I am able to:	0	1	2	3	4	Supporting Evidence
Cleanse skin (Beauty therapy)						
Perform temporary hair colour services						
Consult and analyse for colour						
Select and use hair colouring products						
Rectify colour problems						
Perform roller placement and basic hair styling						
Consult and analyse client characteristics						
Prepare hair						
Set hair						
Style hair						
Perform shampooing and conditioning services						
Gown and protect clients						
Apply shampoo to hair						
Apply conditioner to hair						
Provide manicure and pedicure services						
Prepare client for manicure/pedicure service						
Perform a basic manicure/pedicure service						
Provide aftercare advice						
Perform hair shaping						
Analyse client characteristics and recommend finished hair cut						
Cut hair to produce a variety of finished styles						
Perform beard design and shaping techniques						
Perform an outline shave						
Remove chemicals from hair						
Remove permanent wave lotion/crème from hair (optional)						
Remove chemical straightening from hair						
Neutralise hair after permanent wave treatment						
Neutralise hair after chemical relaxation						
Remove colour chemicals from hair						
Perform semi-permanent & permanent hair colour services						
Consult and analyse for colour and lightening services						
Select and use hair colouring and lightening products						
Rectify colour problems						
Perform thermal straightening, curling and waving						
Perform thermal straightening						
Perform thermal curling						
Perform thermal waving						
Merchandise beauty care and related products						
Place and arrange merchandise						
Place, arrange and display price tickets and labels						
Maintain displays						

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Elements/Description I am able to:	0	1	2	3	4	Supporting Evidence
Protect merchandise						
Receive and direct clients						
Receive and direct clients						
Answer the telephone						
Complete client detail						
Schedule and check out clients						
Schedule clients						
Process payment						
Supervise staff						
Implement stock control measures						
Sell products and services						
Apply product knowledge						
Approach customer						
Gather information						
Sell benefits						
Overcome Objections						
Close Sale						
Maximise Sales Opportunities						
Conduct financial transactions						
Operate point of sale equipment						
Perform point of sale transactions						
Complete sales						
Wrap and pack goods						
Reconcile takings						
Perform stock control procedures						
Receive and process incoming goods						
Rotate stock						
Participate in stocktake						
Reorder stock						
Dispatch goods						
Demonstrate retail beauty care products						
Prepare client for skin cleansing						
Cleanse face						
Apply skin care products						
Advise on further product use						
Apply nail enhancement						
Prepare client for artificial nail application						
Remove artificial nails						
Apply/refill artificial nails						
Provide aftercare advice						
Apply nail art						
Prepare client for nail art service						
Apply nail art						
Provide aftercare advice						
Design and apply make-up						
Analyse face and design make up plan						

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Elements/Description I am able to:	0	1	2	3	4	Supporting Evidence
Prepare client and cleanse face						
Select products and equipment						
Apply make-up						
Advise on further product use						
Provide facial treatments						
Prepare client for facial treatment						
Prepare face						
Perform massage						
Apply skin care products						
Advise on further treatments						
Provide lash and brow treatment						
Provide lash and brow treatment						
Chemically treat eyelash and eyebrows						
Shape eyebrows						
Apply false eyelashes						
Provide aftercare advice						
Provide temporary epilation and bleaching treatments						
Prepare client for service						
Perform waxing treatments						
Perform bleaching treatments						
Provide aftercare advice						
Consult with clients and diagnose hair and scalp conditions						
Determine clients' requirements						
Analyse hair and scalp conditions						
Identify the presence of incorrectly treated hair						
Identify factors which may affect future chemical processes of styling						
Explain hair services to client						
Test skin for possible reactions						
Reconcile client wishes and diagnosis in determining a course of action						
Treat hair and scalp						
Treat hair conditions						
Treat scalp conditions						
Perform permanent wave and chemical straightening services						
Consult and analyse hair for permanent wave and chemical relaxation services						
Select and use permanent wave products and techniques						
Select and use chemical relaxation products and techniques						
Style hair						
Consult and analyse client characteristics and recommend finished hair designs						
Create classic and current hair design						
Provide a range of current commercial/classic braiding techniques						

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Total					

Add your responses and total your score. Compare your results with the scoring scale below to determine your likelihood of being assessed through the Prior Learning Assessment & Recognition PLAR process.

Scoring Scale	
(75% - 100%)	You are a good candidate to proceed with the PLAR process. Please discuss next steps with the PLAR Advisor or the Assessor
(65% - 74%)	You may need additional learning to be successful in completing the PLAR process. Please discuss with the PLAR Advisor or the Assessor.
Less than 65%)	You are unlikely to be successful in completing the PLAR process.

You have completed and scored the Self-Assessment Checklist.

If you scored 75% or higher on the Self-Assessment Checklist, you may consider demonstrating your prior learning

Please discuss your Self-Assessment Checklist results with the **PLAR Advisor** or **the Assessor**