

## Section A - General Information

### Personal Information

National ID #

Name: First Last

Date of Birth

Gender

Address

### Contact information

Home

Work

Mobile

Email address

Employment information

### Employment information

**Status employed**/self-employed/unemployed

Skilled area: Amenity horticulture level 2/ Cosmetology level 2/ Carpentry level 2/Crop production level 2/Food preparation level 2/ Furniture making level 2/ Fashion design level 2/ Electrical installation level 2/ Fibre optic Installation level 2/Plumbing level 2/ Photovoltaic roofer fitter level 2/ Photovoltaic Electrical technician level 3/ Plumbing level 2/ Massage therapy level 2/ Massage therapy level 3/ Nail technology level 2/ Occupational health safety & welfare level 2/

**Years of employment** None/1 year – 50 years

**Job experience**

**Qualification** None/Certificate/Diploma/Any other

## Section B - Back ground information

Are you employed in the occupational area? **Yes/ No**

Have you been working in the occupational area for 3 years? **Yes/ No**

**Self - assessment - Nail technology**

Do you have any certification in the area? **Yes/ No**

Have you engaged in training within the last 3 years? Yes/ No

Did the training occur on the job or was it conducted with a training institution? **On the job/training institution**

Do you have proof of training? **Yes/ No**

## Self - assessment - Nail technology

### Section C - Self-Assessment

Complete this Self-Assessment Checklist to assist you in determining whether your prior learning matches Nail technology level 2.

#### Introduction

Please select the statements that most honestly and accurately represent your knowledge, skills and abilities.

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

#### 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

Elements/Description I am able to:	0	1	2	3	4
<b>Participate in workplace communication</b>					
Gather and convey workplace information					
Participate in workplace meetings and discussions					
Complete work related documents					
<b>Maintain health, hygiene, safety and security</b>					
Follow health, safety and security practices					
Deal with emergency situations					
Follow hygiene procedures					
<b>Undertake salon reception duties</b>					
Maintain the reception area					
Deal with clients and enquiries					
Make appointments for salon services					
Manage client payments					
<b>Conduct pre and post-treatment procedures for beauty therapy services</b>					
Consult with the client					
Plan the treatment					
Prepare for beauty therapy treatment					
Complete the treatment					
<b>Provide customer service</b>					
Greet customer					

### Self - assessment - Nail technology

Elements/Description I am able to:	0	1	2	3	4
Identify customer needs					
Deliver customer service					
Resolve customer complaints					
<b>Provide manicure and pedicure service</b>					
Perform a basic manicure/pedicure service					
Provide aftercare advice					
<b>Enhance and maintain nails</b>					
Remove enhancements					
Apply and sculpt tips and overlays					
Create nail sculpture					
Maintain enhancements and overlays					
<b>Plan and create nail art</b>					
Maintain safe methods of work					
Plan and create nail art					
<b>Develop a business plan</b>					
Identify organizational objectives					
Establish service profile and conduct resource audit					
Analyze client needs and expectations					
Establish staffing requirements					
Seek approval and market the plan					
Monitor, evaluate and update the business plan					
<b>Total</b>					
					<b>/132</b>

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	
<b>(75% - 100%)</b>	<b>You are a good candidate to proceed with the PLAR process. Please review this guide and discuss next steps with the PLAR Advisor or the Assessor</b>
<b>(65% - 74%)</b>	<b>You may need additional learning to be successful in completing the PLAR process. Please discuss with the PLAR Advisor or the Assessor.</b>
<b>Less than 65%)</b>	<b>You are unlikely to be successful in completing the PLAR process.</b>

You have completed and scored the Self-Assessment Checklist.  
If you scored 75% or higher (45 to 60) on the Self-Assessment Checklist, you may consider demonstrating your prior learning

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